



Visioneer®  
NetScan 4000  
User's Guide



**visioneer**



for Windows

# Visioneer NetScan 4000 Scanner User's Guide

FOR WINDOWS

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# Introduction

Thank you for purchasing the NetScan 4000, a 4-in-1 MFP (Multifunction Peripheral). The scanner offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With this scanner, you can instantly scan single-sided or double-sided paper-based document and deliver the electronic image to various destinations including e-mail addresses, printer, fax machine, ftp servers, web site, or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as mail, or courier.

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**Important:** To perform the fax and copy function, you need to connect the scanner to a supported printer. Please visit the scanner information page for your scanner at [www.visioneer.com](http://www.visioneer.com) for more information.

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## WHAT'S IN THE BOX

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



Vioneer NetScan 4000



Power Supply



USB Cable



Telephone Cord



Power Cord (US)



Power Cord (UK)



Power Cord (EUR)

## FEATURES

### Digital Copying:

Since the scanner can connect to a laser printer, it is able to perform digital copies with outstanding copy quality. With an intuitive control panel and a quality touch-panel LCD-screen, making digital copy becomes fast and easy.

**E-Mailing:**

When connected to an ethernet network and an SMTP server, the scanner allows you to transmit document(s) to your e-mail as an attachment. With a touch of the e-mail key and the selection of your recipients' e-mail address(es), the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

**Filing (Scan to Folder):**

The scanner allows you to send the scanned documents to a server or a personal computer's file folder over the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System). The scan-to-folder feature off-loads the mail server from handling large attachments.

**Duplex Scanning:**

Both sides of the page are scanned at the same time when using the Automatic Document Feeder.

**Faxing:**

With the built-in fax modem and a telephone line, the scanner is able to transmit your scanned document to a remote fax machine just like a regular fax machine.

**Sending Multi-Page Document:**

With the Auto Document Feeder, the scanner allows a stack of 50-page document(s) to be continuously scanned at one time to increase your efficiency.

**Managing the Scanner Remotely:**

The scanner provides a convenient way to manage your e-mail address book, filing destinations (folders), and telephone book remotely. By simply typing the machine's IP address in the URL field of your browser, the scanner's embedded web page will be displayed. This web page allows the administrator to create up to 2000 e-mail addresses, 40 filing destinations, and 200 fax numbers to conveniently deliver the scanned documents to multiple destinations.

### Shortcuts:

By assigning your frequently used functions and settings as shortcut buttons, the scanner allows you to complete your task in three simple touches on the LCD-screen and the control panel.

## THE VISIONEER NETSCAN 4000



**ADF Cover Release**—Lift to open the ADF

**Automatic Document Feeder (ADF)**—Feeds paper through the scanner.

**Scanner lid**—Lift to show the flatbed glass.

**LCD screen**—Shows the scanner settings. Touch the screen to input scan batch requirements, configure destinations, and configure the server settings.

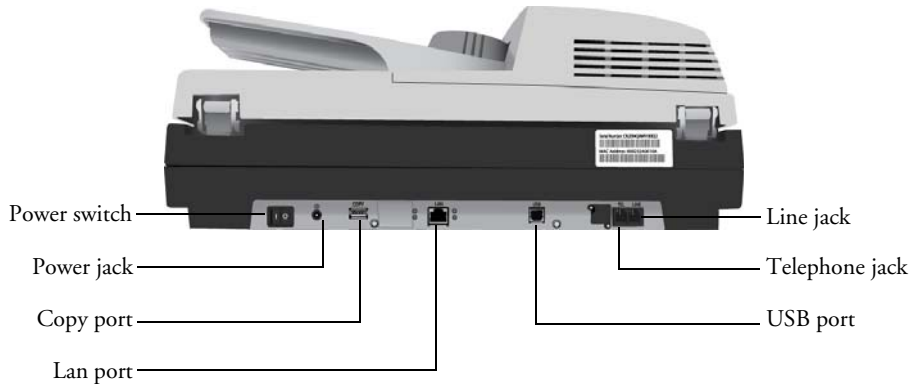
**Paper guides**—Adjusts to fit document width.

**Input tray**—Holds paper in the ADF for scanning.

**Paper stop**—Keeps paper in the output tray.

**Output tray**—Holds paper after being scanned through the ADF.

**Control Panel**—Scanning controls.



**Power switch**—Turns the power on and off.

**Power jack**—Connects the power cord to the scanner.

**COPY port**—Connects to a printer with a USB cable.

**LAN port**—Connects to the network with a network cable.

**USB port**—Connects to a computer with a USB cable as a USB scanner.

**Telephone jack**—This connection port should be ignored since a handset is not provided with this model.

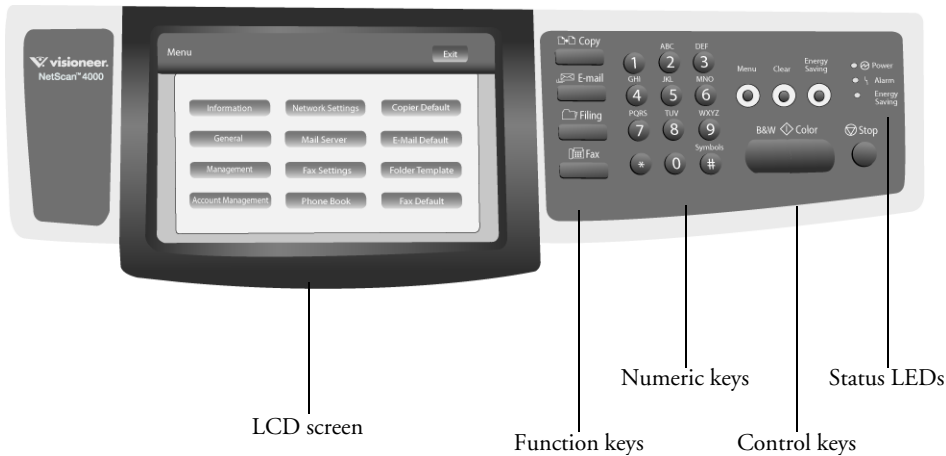
**LINE jack**—Connects the scanner to a “RJ-11” telephone line.

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**Note:** If you want to use the scanner as a regular fax machine, you must plug one end of the telephone line to the “LINE jack” and plug the other end to an “RJ-11” telephone jack, in a wall or switch, with a telephone line.

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## CONTROL PANEL



**LCD screen**—Displays the current operation. Touch to set operation parameters.

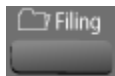
**Function keys**—Used to select a working mode.



Press to make a copy.



Press to send your scanned document to e-mail.



Press to send your scanned document to a designated server.



Press to send your scanned document to a fax machine.

---

**Numeric keypad**—Used to specify a copy quantity or input a fax number.



**Control keys**—Used to select special requirements or one of the start keys to start sending or copying your document(s).



**Menu key**—Press to access the options to set up the system.



**Clear key**—Press to clear current settings and return to the default settings. Press the button for over 5 seconds to return to the factory default settings.



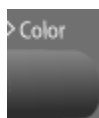
**Energy Saving key**—Press to enter power saving mode.



**Stop key**—Press to stop processing.



**B&W key**—Press to start copying, e-mailing, filing or faxing in Black&White mode.



**Color key**—Press to start e-mailing or filing in Color mode.

---

**Status LEDs**—Indicates the hardware status.



- **The Power LED**—Used to indicate the power on and ready status.
- **The Alarm LED**—Used to indicate hardware and transmission errors.
- **The Energy Saving LED**—Used to indicate power-saving status.

## BEFORE YOU BEGIN

The scanner has to be setup properly on your network to perform the e-mail and filing functions. Before using the scanner, please setup the scanner properly on your network for e-mail and filing function. The following network parameters have to be set.

**Important:** Make a copy of the following table and ask your Network Administrator to complete the information.

<b>1.</b>	DHCP Enable:	
<b>2.</b>	IP Address:	. . .
<b>3.</b>	Subnet Mask:	. . .
<b>4.</b>	Gateway IP:	. . .
<b>5.</b>	DNS Server:	. . .
<b>6.</b>	SMTP Server:	
<b>7.</b>	SMTP Port:	25
<b>8.</b>	POP3 Server:	
<b>9.</b>	POP3 Port:	
<b>10.</b>	LDAP Server:	. . .
<b>11.</b>	LDAP Port:	

**Explanation of contents:**

<b>1.</b>	* DHCP Enable:	Choose Yes to obtain IP/subnet/gateway addresses automatically from the DHCP server.
<b>2.</b>	* IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator or by the DHCP server.
<b>3.</b>	Subnet Mask:	The net mask address assigned by your network administrator or by the DHCP server
<b>4.</b>	Gateway IP:	The gateway IP address assigned by your network administrator or by the DHCP server.
<b>5.</b>	* DNS Server:	The IP address of the DNS server assigned by your network administrator.
<b>6.</b>	* SMTP Server:	The IP address of your SMTP mail server assigned by your network administrator.
<b>7.</b>	SMTP Port:	The port number of your SMTP Mail Server.
<b>8.</b>	* POP3 Server:	The IP address of your POP3 server.
<b>9.</b>	* POP3 Port:	The port number of your POP3 server.
<b>10.</b>	* LDAP Server:	The IP address of your LDAP server.
<b>11.</b>	LDAP Port:	The port number of your LDAP server.



---

**Note:**

1. **DHCP Server**—With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network—making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter the TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the scanner.
2. **IP Address**—An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. The system administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and one identifying your node.

The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.

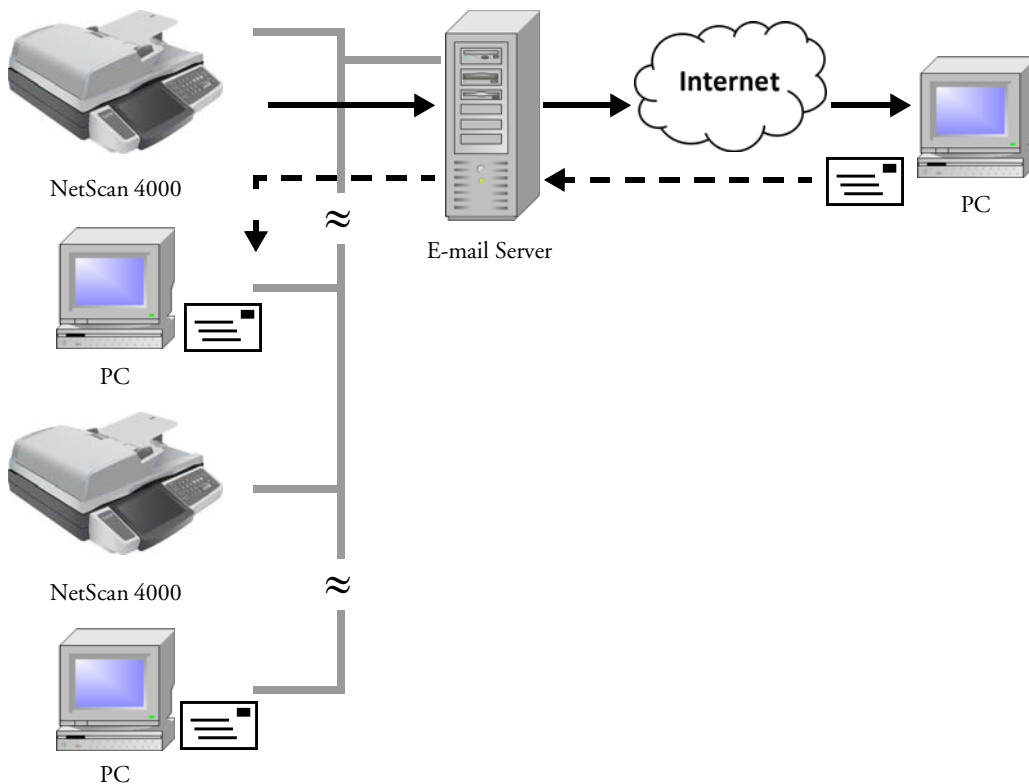
3. **SMTP**—Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the internet.
  4. **DNS**—Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of numbers for the IP address.
  5. **POP3**—POP3 is the latest Post Office Protocol, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.
  6. **LDAP**—Stands for Lightweight Directory Access Protocol. LDAP enables users to access directories and address books directly from external networked devices to simplify document distribution.
-

## INTERNET COMMUNICATION FEATURES

### SCAN TO E-MAIL

The scanner allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIFF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

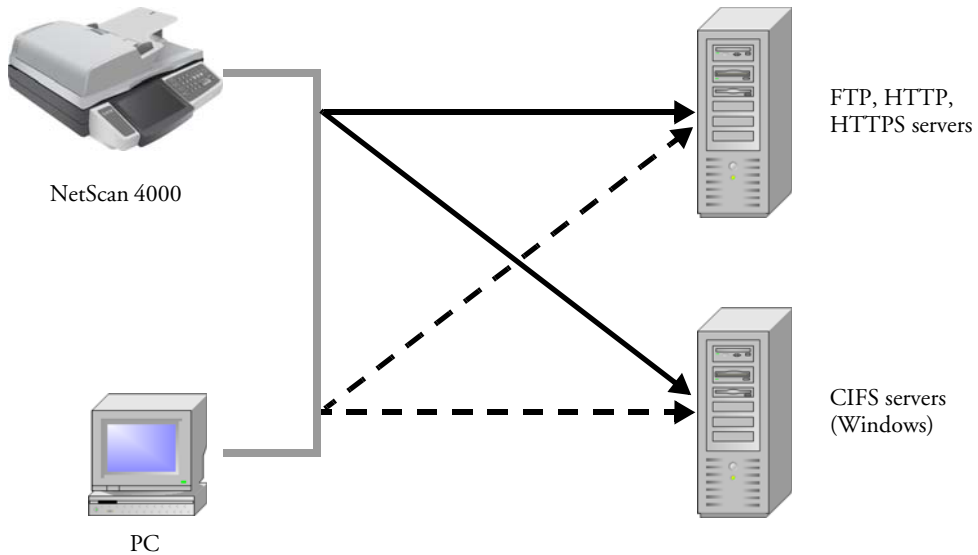
When you send an e-mail to someone via the scanner, the scanner uses SMTP (Simple Mail Transfer Protocol) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through the internet.



## SCAN TO FOLDER

Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), HTTPS (a secure way of using HTTP), or CIFS (Common Internet File System), the scanner allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is that it lets all corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.



# Installing Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the scanner. It is recommended that the administrator read this chapter before installing the machine.

## MINIMUM CONFIGURATION REQUIREMENTS

To make the best use of the scanner, the following configuration is required:

### **To send e-mails from the scanner:**

- TCP/IP network
- An SMTP and an optional POP3 server

### **To file document(s) via intranet**

- FTP, HTTP, HTTPS, or CIFS protocol environment
- Windows 98SE, Windows NT, Windows 2000, Windows Me, Windows XP, Windows Vista, HTTP or FTP server

## UNLOCKING THE SCAN UNIT

The scan unit is locked during transport to protect the scanning mechanism from being damaged. Be sure to unlock the scan unit before using the machine.

1. Open the document cover. Locate the lock switch at the left side.
2. Move the lock switch to the “unlocked position”.



---

### Note:

If you need to move the scanner for repair or any other reason, be sure to lock the scanner before moving. To lock the scanner, please do the following:

1. Turn off the scanner.
  2. If the scan unit is not located at the front of the glass, turn on the scanner. After the scan unit returns to the front end, turn off the scanner.
  3. Move the lock switch to the “Locked Position”.
-

## CONNECTING THE CABLES

### CONNECTING THE POWER CABLES

1. Press the power switch to the “O” position to turn off the scanner.
2. Plug the power supply into the power jack on the scanner.



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**Note:** Only use the power supply (HEG75-S240320-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

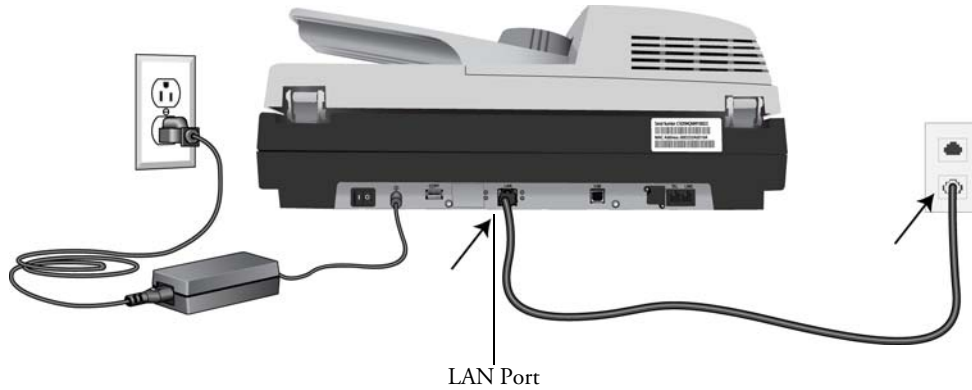
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3. Plug the power cord into the power supply and into a wall outlet.



## CONNECTING THE ETHERNET CABLES

1. Connect one end to the **LAN** port at the back of the scanner.

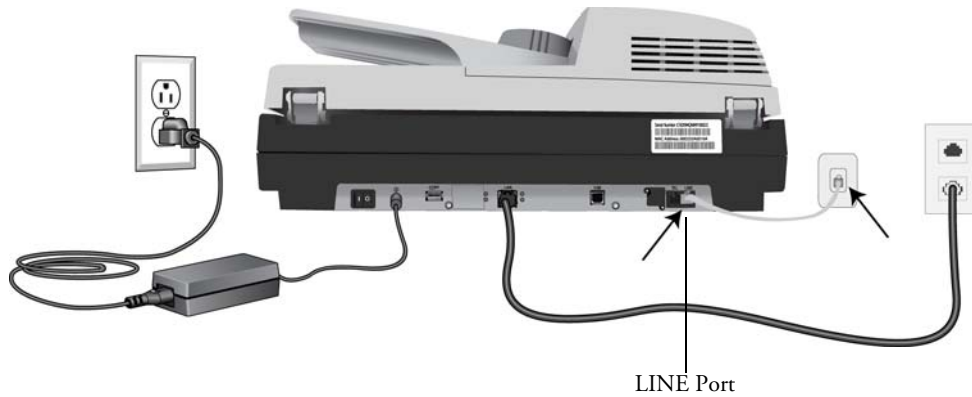


2. Connect the other end of your Ethernet LAN cable to an available port on your Ethernet Hub or wall.



## CONNECTING THE TELEPHONE LINE

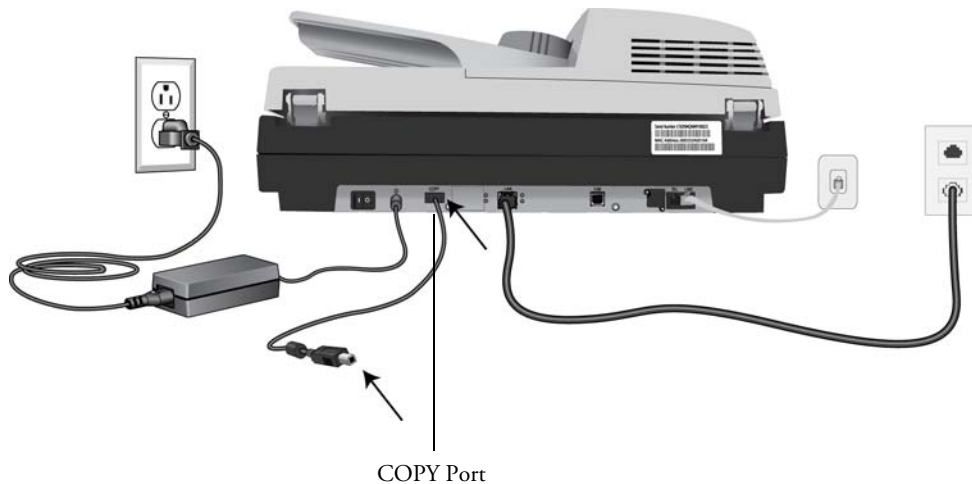
1. Plug one end of the telephone line to the **LINE** jack at the right end of the rear panel.



2. Plug the other end of telephone line to the “RJ-11” telephone jack provided by the telephone company.

## CONNECTING THE PRINTER CABLE

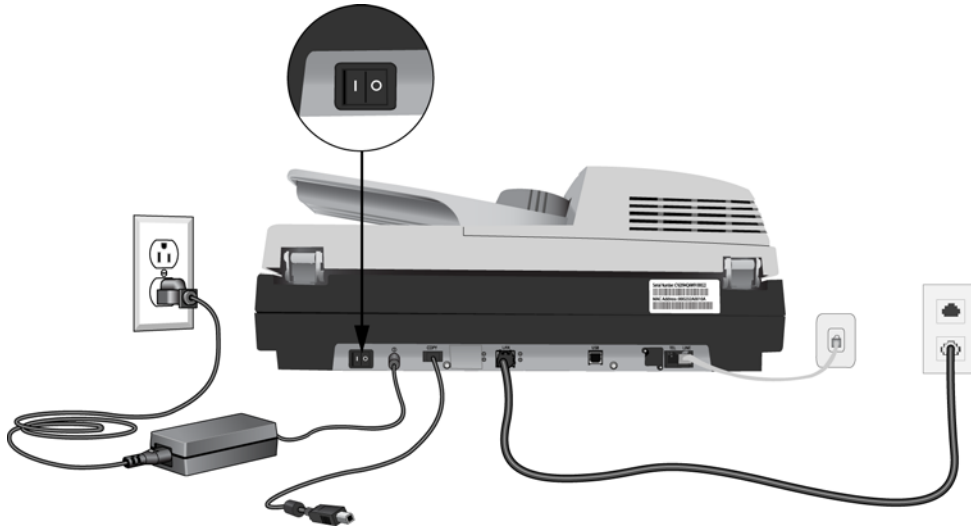
1. Connect one end of the printer cable (USB cable) to the printer.
2. Connect the other end to the **COPY** port at the rear of the scanner.





## TURN ON THE POWER

Press the power switch to the “I” position to turn on the scanner. After showing the booting up message, the LCD screen displays the preset ready status.



---

**Note:** After the scanner is turned on, you can press the Energy Saving button on the control panel to switch to the power saving mode. If the scanner is idle for 15 minutes (default setting), it automatically shuts off the scanning lamp. Press any key except the Energy Saving button to return to the ready status.

---

# Configuring the Scanner

The following settings or destinations must be defined by the system administrator before the scanner is used to distribute the scanned document on the network.

- **Network and E-mail parameters:** Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- **Filing Destinations:** Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

To specify these settings or destinations, the administrator can enter a relevant value in the Menu options on the control panel. In addition to using the control panel, the scanner allows the administrator to remotely configure the machine by either launching the scanner's embedded web page (Web Image Monitor) or starting the Network Management Tool provided in the supplied Scanner Driver CD-ROM.

The scanner's embedded web page (Web Image Monitor) allows the administrator to configure each machine remotely, with a web browser, while the Network Management Tool allows the administrator to update the scanner and manage several scanners on the network. For more information on how to use the scanner's Network Management Tool, please refer to the online help for the Network Management Tool.

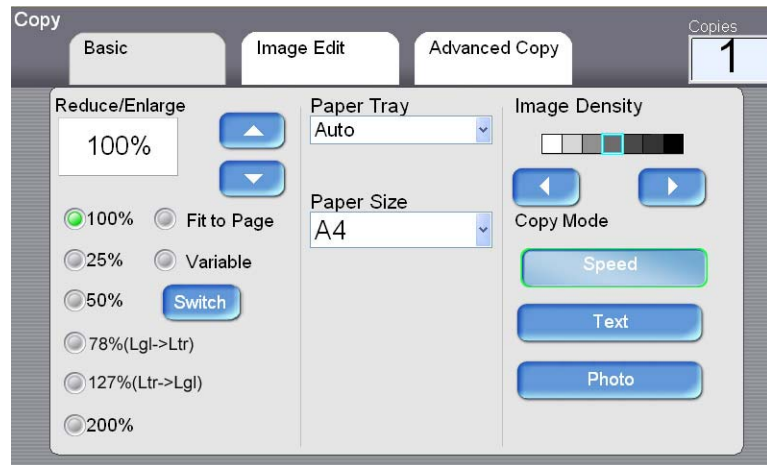
---

**Note:**

- If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically configured.
  - When installing the scanner for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality of the scanner.
- 

## SPECIFYING THE SCANNER'S NETWORK SETTINGS

1. Turn on the machine. After warming up for a few seconds, the default working mode is displayed on the touch panel. For example, the following is for the **Copy** mode.

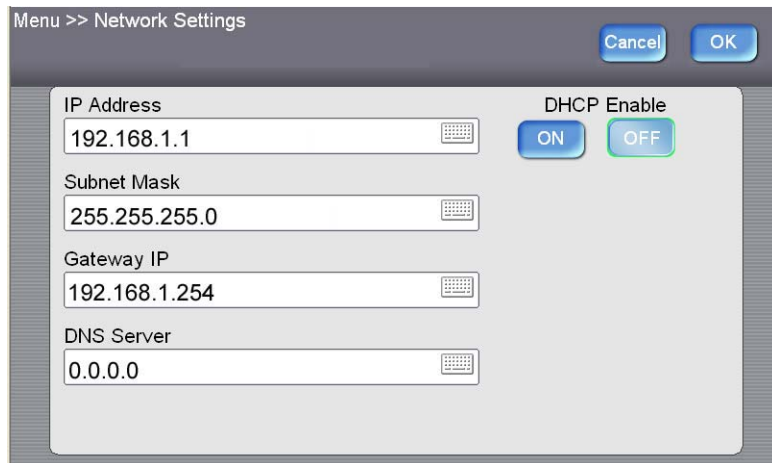




2. Press the **Menu** button on the control panel. This displays the following **Menu** screen.



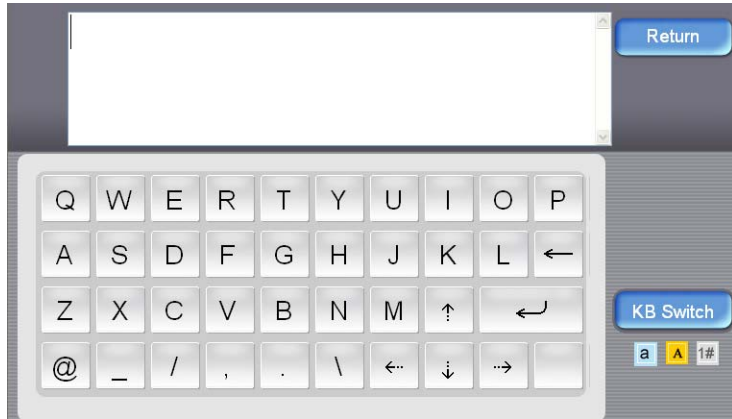
3. Touch **Network Settings** to display the following **Network Settings** screen.



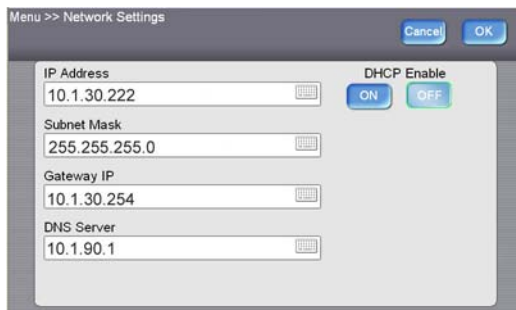
4. Touch **ON** under **DHCP Enable** to enable DHCP. Otherwise, follow the steps on the next page for inputting static information in these fields.

Writedown the address in the IP Address field. You will need this information to access the scanner's embedded webpage from your web browser.

5. The default TCP/IP information is incorrect for your network environment, please enter your own network information via the soft keyboard. Touch on an **IP Address/Subnet Mask/Gateway IP/DNS Server** field to bring up the soft keyboard and then enter the relevant value for the field you selected.

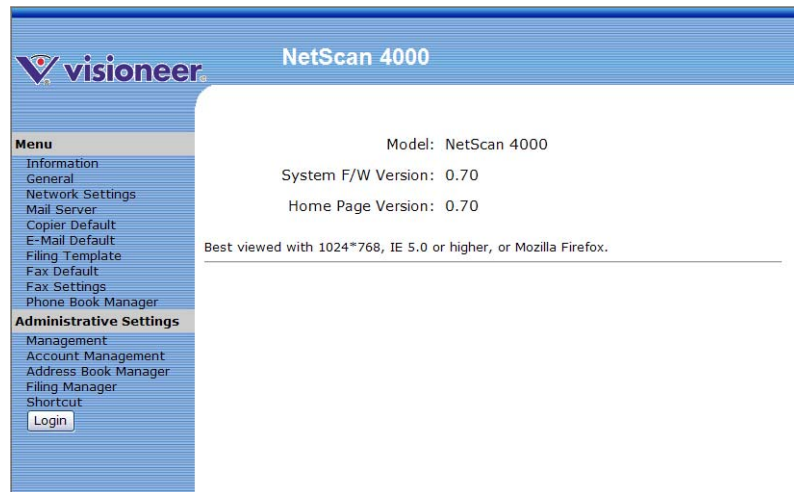


6. Touch **KB Switch** to switch from the Alpha keyboard to the Numeric keyboard.
7. Input the data then touch **Return**. Repeat this for each field you are going to be specifying information for an **IP Address/Subnet Mask/Gateway IP/DNS Server**.
8. Touch **Return** after you are finished entering your information to return to the **Network Settings** screen.
9. In the **Network Settings** screen, press **OK** to return to the **Menu** screen.



## SPECIFYING ADMINISTRATOR SETTINGS USING THE SCANNER'S WEB PAGE


1. Input the network settings on the control panel, via the soft keyboard, as described in the preceding section “Specifying the Scanner’s Network Settings” on page 20.
2. The scanner is designed with an embedded web page to allow the system administrator to remotely manage the scanner. Simply type the IP address of the scanner in the URL field of your browser and then press Enter. The scanner’s embedded web page opens.



3. Click each item on the menu to enter relevant values. For details on each setting, please refer to the section “Summary of the Menu Options” on page 27.

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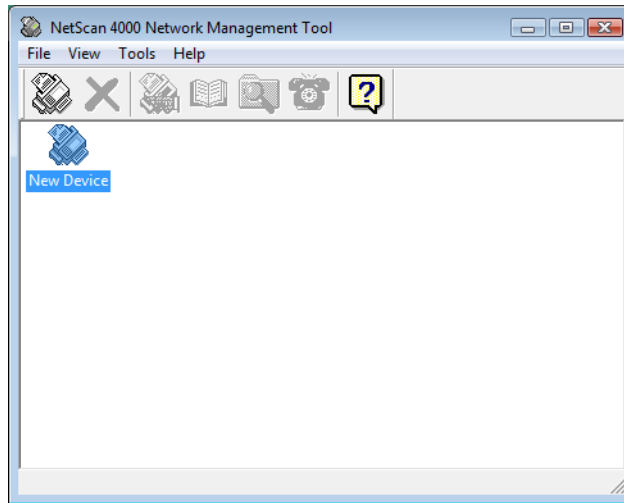
**Note:**

- The “Management” and “Administrative Settings” menus are blocked by password. After selecting either of these options, touch **Login** to enter the detailed settings. There is no default password for these options, you can create a password later. When you do create a password, write it down somewhere in case you may forget it.
  - For effective management, it is recommended you create an administrator’s login password later.
  - If you wish to return to factory default settings, simply press and hold the Clear button for over 5 seconds. All the values in the Management and Administrative Settings will be changed back to factory defaults. 
  - Please note that some of the settings in the “Menu” can also be modified by users while they are making copies, sending individual e-mails, sending individual files to folder, or sending individual files to a fax machine when they press the “Copy”, “E-mail”, “Folder”, or “Fax” button on the control panel. However, if the user fails to set these settings, then the default settings will be used to perform the copy, e-mail, file, or fax function. That is to say, the administrator assigns default settings for common functions, but an individual user can specify his or her own settings when he or she is performing one of the function modes, without permanently modifying the default options.
- 

## **SPECIFYING ADMINISTRATOR SETTINGS USING THE NETWORK MANAGEMENT TOOL**

1. Place the Scanner Driver CD-ROM into your CD-ROM drive. The CD will automatically start and launch the main screen.
2. Choose **Network Management Tool** and follow the on-screen instruction to complete the installation.
3. Start the Network Management Tool by following this path from the Windows Start menu: **Start > (All)Programs > Visioneer NetScan 4000 Network Management Tool > NetScan 4000 Network Management Tool**.

- The Network Management Tool main screen opens.



- Choose **New Device** from the **File** menu to open the New Device dialog box.

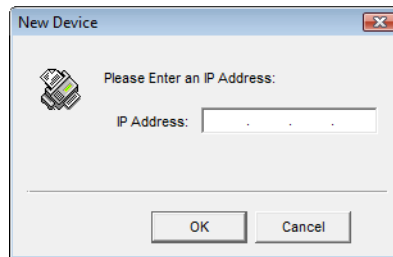
Or, you can click the new device tool from the toolbar.

Or, double-click the large New Device icon.



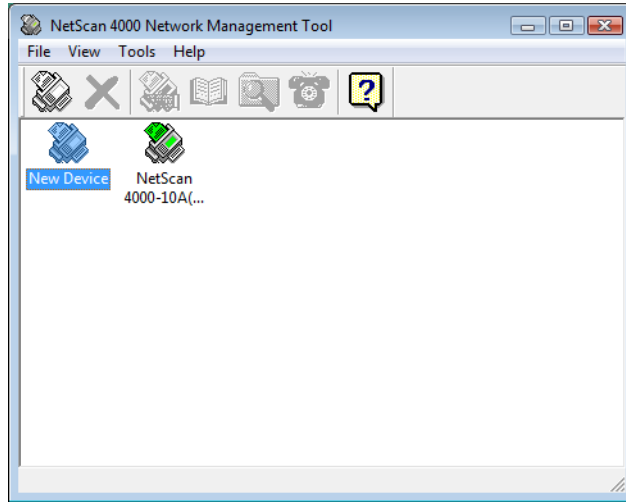
New Device

- Enter the IP address of your device as illustrated in the example below.





7. The scanners on the network will be displayed in the main screen as follows. It may take a few moments to load the network device to this window.



8. Double click the NetScan icon or you can use either of the following options to open the scanner's embedded web page to specify your desired settings.
- Select the device's icon and choose the Menu Settings tool in the toolbar.
  - Select the device's icon and click your right mouse button and then select Menu from the list.
9. Click each item on the menu to enter a relevant value. For details on each setting, please refer to the next section "Summary of the Menu Options" on page 27.

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**Note:** For more information on how to use the Network Management Tool, please refer to the online help of the Network Management Tool.

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## SUMMARY OF THE MENU OPTIONS

Information : Used to display the scanner's basic information.

Item	Description
<b>Model</b>	Displays the scanner's model name.
<b>Manufacturer</b>	Displays the manufacturer name.
<b>MAC Address</b>	Displays the scan unit's MAC address.
<b>Serial Number</b>	Displays the scanner's serial number.
<b>System Firmware Version</b>	Displays the system's firmware version.
<b>Scanner Firmware Version</b>	Displays the scanner's firmware version.
<b>Homepage Version</b>	Displays the homepage's version.
<b>Page Count</b>	<p>Displays the counters for Copy, B&amp;W Email, Color Email, B&amp;W Filing, Color Filing, Fax Send, Fax Received, PC Scan, ADF, Total.</p> <p>Menu Map: Touch "Print" to print out all the menu items and their values.</p> <p>Usage Report: Touch "Print" to print out the counter information.</p>

General : Used to specify the scanner's general information

Item	Description
<b>Machine Name</b>	Sets the scanner's machine name. (The name that you wish to show in recipient's e-mail.)
<b>Country Code</b>	Select the country in which you are located. This setting is required to perform the fax function.
<b>Time Zone</b>	Sets the local time zone based on Greenwich Mean Time (GMT). With the time zone setting, your overseas e-mail will display your local time instead of recipient's local time.
<b>Date/Time</b>	Sets the device's clock including date and time.

Network Setting : Used to specify the scanner's network settings.

<b>Item</b>	<b>Description</b>
<b>DHCP Enable</b>	If you have a DHCP server available on your network and the DHCP has been enabled, the IP address, subnet mask, gateway, and DNS server will be automatically given. <b>Choice: ON, *OFF</b>
<b>IP Address</b>	The Internet Protocol (IP) address assigned to your machine by your network administrator.
<b>Subnet Mask</b>	The subnet mask address assigned by your network administrator.
<b>Gateway IP</b>	The gateway IP address assigned by your network administrator.
<b>DNS Server</b>	The Domain Name Server assigned by your network administrator.
* Factory Default	

Mail Server : Used to specify the scanner's mail server information.

<b>Item</b>	<b>Description</b>
<b>Device E-mail Address Account</b>	
<b>Device E-mail Address</b>	Enter the email address of the device. This is also the default "From" address when you are sending email from the device.
<b>OutBox Server (SMTP) IP or URL</b>	Enter the SMTP IP or SMTP URL address.
<b>Port #</b>	Enter the port number of the SMTP server. * 25
<b>Authentication Method</b>	Enter the email authentication method. <b>Choice: *None, SMTP, POP3</b>
<b>Login Name</b>	Enter the login name for SMTP or POP3 authentication.
<b>Password</b>	Enter the password for SMTP or POP3 authentication.

Mail Server : Used to specify the scanner's mail server information.

<b>Item</b>	<b>Description</b>
<b>POP3 Server IP or URL</b>	Enter the POP3 server IP or POP3 URL address.
<b>Port #</b>	Enter the port number of the POP3 server. * 110
<b>External Address Book</b>	
<b>LDAP Server IP or URL</b>	Enter your LDAP server IP or URL address here.
<b>Port #</b>	Enter the port number of the LDAP server. * 389
<b>Login Name</b>	Enter the login name of the LDAP server. Note: <ol style="list-style-type: none"> <li>1. In Microsoft Active Directory, some servers may require you to add "domain name" as your full login name. For example, if your domain name is "company" and your user name is "administrator", then your full login name is "company\administrator".</li> <li>2. When your LDAP server requests an "anonymous login", please leave your login name and password blank instead of typing "anonymous" as your login name and password.</li> </ol>
<b>Password</b>	Enter the password of the LDAP server.
<b>Base DN</b>	Enter your base DN. Base DN (distinguished name) identifies the starting point of a search. A DN indicates what record to view in an LDAP tree. The top level of the LDAP directory tree is the base, referred to as the "base DN". For example, you could indicate a base of dc=com,dc=net for a search that starts at the top and proceeds downward.
* Factory Default	

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**Note:**

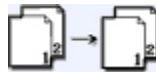
1. The login name and password are case-sensitive and can be up to 28 characters.
  2. LDAP Search:
    - This machine supports two types of authentication, simple and anonymous login to your LDAP servers.
    - This machine allows up to 100 match results in a single search.
    - The attributes such as “cn” and “mail” have been predefined as the search field. Therefore, if your search text is “m”, the LDAP search engine will search the name or the email address that contains the character “m”. For example, you might get the return match results such as “mary.mary@abc.com”, or “jack. jack@abc.com”.
-

**Copier Default :** Used to specify the scanner's default copy settings. Note when the system auto reset time is over, or the device is turned on and off again, the copy settings will be reset to these values.

<b>Item</b>	<b>Description</b>
<b>Basic</b>	
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel, or using the scanner's Web Page. Increasing the value makes the printouts darker, decreasing the value makes the printouts lighter. <b>Choices: 1, 2, 3, *4, 5, 6, 7</b>
<b>Copy Mode</b>	Choose the focus of your copy result. For example, if your document contains pictures, choose Photo for clearer graphic quality. If your <u>document contains text only, choose Text</u> . Speed mode is the standard mode for all documents. <b>Choices: *Speed, Text, Photo</b>
<b>Image Edit</b>	
<b>Erase Border</b>	Sets the width of the border you want removed from the image. <b>Choices:</b> <b>*0 / 0.25 / 0.5 / 0.75 / 1.0 inch or *0 / 6 / 13 / 19 / 25 mm</b>
<b>Margin Adjustment</b>	The "Margin Adjustment" option will move the copy image to the right and/or to the bottom; depending on the "Right" and "Bottom" parameters. <b>Choices for Right or Bottom:</b> <b>*0 / 0.25 / 0.5 / 0.75 / 1.0 inch or *0 / 6 / 13 / 19 / 25 mm</b>
<b>Unit</b>	Choose the unit of measurement you want to use. <b>Choices: *inch, mm</b>
* Factory Default	
<b>Advanced Copy</b>	
<b>Collate</b>	Choose the order you want your copies to be placed in " <b>*Sort</b> " (e.g. pages 1,2,3 / 1,2,3 / 1,2,3) or " <b>Stack</b> " (e.g. pages 1,1,1 / 2,2,2 / 3,3,3).

**Copier Default :** Used to specify the scanner's default copy settings. Note when the system auto reset time is over, or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description
<b>Duplex</b>	<p>Choose one of these four types to use when printing duplex. (First verify that your printer includes a duplex option.)</p> <p><b>Choices: 1 to 1 Sided, *1 to 2 Sided, 2 to 2 Sided, 2 to 1 Sided</b></p> <p><b>1 to 1 Sided:</b> Copy single-sided originals onto one side of one sheet of paper.</p> <p><b>1 to 2 Sided:</b> Copy single-sided originals onto two sides of one sheet of paper.</p> <p><b>2 to 1 Sided:</b> Copy double-sided originals onto one side of one sheet of paper.</p> <p><b>2 to 2 Sided:</b> Copy double-sided originals onto two sides of one sheet of paper.</p>



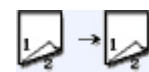
1 to 1 Sided



1 to 2 Sided

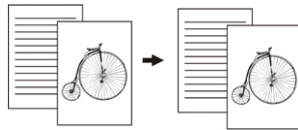


2 to 1 Sided

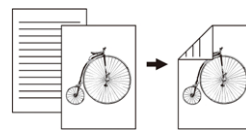


2 to 2 Sided

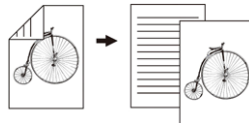
Example:



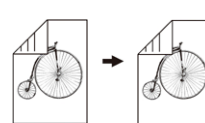
1 to 1 Sided



1 to 2 Sided

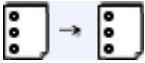
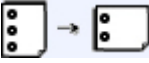
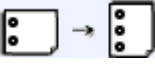
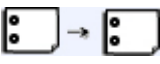


2 to 1 Sided



2 to 2 Sided

**Copier Default :** Used to specify the scanner's default copy settings. Note when the system auto reset time is over, or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description
<b>Orientation</b>	<p>Specify how you want to bind your duplex printing.  <b>Note:</b> This feature is available only if a duplex printer is installed.  <b>Choices:</b> *<b>Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge</b></p> <p><b>Long Edge</b> means documents are to be bound, or flipped, on the long edge of paper.</p> <p><b>Short Edge</b> means documents are to be bound, or flipped, on the short edge of paper.</p>
	 
	<p><b>Long Edge to Long Edge</b> Turn your documents from long-edge binding to long-edge binding.</p> <p><b>Long Edge to Short Edge</b> Turn your documents from long-edge binding to short-edge binding.</p>
	 
	<p><b>Short Edge to Long Edge</b> Turn your documents from short-edge binding to long-edge binding.</p> <p><b>Short Edge to Short Edge</b> Turn your documents from short-edge binding to short-edge binding.</p>
	<p><b>Note:</b> The selection of orientation varies depending on the type of duplex printing.</p>
Duplex	Availability of Orientation
1 to 1 sided	All options are unavailable.
2 to 1 sided	Only Long Edge to Long Edge and Short Edge to Long Edge are available.
1 to 2 sided	Only Long Edge to Long Edge and Long Edge to Short Edge are available.
2 to 2 sided	All options are available.

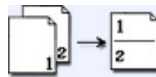


**Copier Default :** Used to specify the scanner's default copy settings. Note when the system auto reset time is over, or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description
<b>Orientation</b> <b>(Cont'd)</b>	<p data-bbox="425 361 542 395">Examples:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="478 668 592 703" style="text-align: center;"> <p><b>Long Edge:</b></p> </div> <div data-bbox="635 520 906 694"> </div> <div data-bbox="949 668 963 694" style="text-align: center;">/</div> <div data-bbox="978 416 1149 694"> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="449 1093 578 1128" style="text-align: center;"> <p><b>Short Edge:</b></p> </div> <div data-bbox="621 772 749 1119"> </div> <div data-bbox="792 1102 806 1128" style="text-align: center;">/</div> <div data-bbox="821 989 1163 1119"> </div> </div>

**Copier Default :** Used to specify the scanner's default copy settings. Note when the system auto reset time is over, or the device is turned on and off again, the copy settings will be reset to these values.

Item	Description
<b>N-Up (Paper Saving)</b>	<p>Use this setting to print multiple pages of a document onto a single sheet of paper, and to set the sequence of the page images on each sheet of paper.</p> <p><b>Choices: *1-in-1, 2-in-1, 4-in-1 (landscape), 4-in-1 (portrait)</b></p> <p><b>1-in-1</b> means one page will be printed on a single sheet of paper.</p> <p><b>2-in-1</b> means two pages will be printed on a single sheet of paper as illustrated.</p> <p><b>4-in-1 (landscape)</b> means four pages will be printed on a single sheet of paper in rows from left to right, top to bottom as illustrated.</p> <p><b>4-in-1 (portrait)</b> means four pages will be printed on a single sheet of paper in columns from top to bottom, left to right as illustrated.</p>
<b>Stamp</b>	<p>You can specify a word to appear as a stamp on the scanned documents.</p> <p><b>(Note:</b> In the <b>Stamp</b> field, there is a small “Soft Keyboard” icon shown at the upper-right corner. Touch anywhere on the <b>Stamp</b> field to bring up the soft keyboard to enter your stamp characters.)</p> <p>Example:</p>



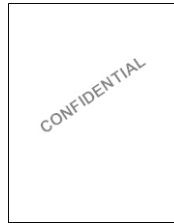
2-in 1



4-in 1(landscape)



4-in-1(portrait)



E-Mail Default : Used to specify the default settings set by the administrator when sending an e-mail from the scanner. The default settings are what the scanner will be reset to when the system auto reset time is over, or when the scanner is turned off and on again.

<b>Item</b>	<b>Description</b>
<b>Default E-Mail Options</b>	
<b>Default Subject</b>	Enter text for the default email subject, for all outgoing e-mails, being sent from the scanner. Up to 64 characters are allowed. Touch anywhere in "Subject" field to bring up the soft keyboard to enter the subject line.
<b>Default File Separation</b>	Choose a default maximum file size for attachments sent by the scanner. The purpose of file separation is to avoid the file size limitation of SMTP servers. Use the combo box to select from the list. <b>Choices: 1MB / 3MB / 5MB / 10MB / 30MB / *Unlimited</b>
<b>Default Scan Options</b>	
<b>Original Size</b>	Choose your default document size. <b>Choices: *A4 / Letter / A5 / B5 / Legal</b> <b>Note:</b> The Legal option is only for ADF scan.
<b>Resolution</b>	Choose your default resolution for the scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes. <b>Choices: 75 / 100 / 150 / *200 / 300 / 400 / 600 dpi.</b> <b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. <b>Choices: 1, 2, 3, *4, 5, 6, 7</b>

E-Mail Default : Used to specify the default settings set by the administrator when sending an e-mail from the scanner. The default settings are what the scanner will be reset to when the system auto reset time is over, or when the scanner is turned off and on again.

<b>Item</b>	<b>Description</b>
<b>Color</b>	<p>Color documents to be sent via E-mail from the scanner.</p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>File Format: *PDE, JPEG, TIFF, MTIFF (Multi-page TIFF)</b>  <b>Note:</b> Choose MTIFF or PDF when you need to scan multi-page documents and convert it to a single image file.</li> <li><b>Compression Level: *Low, Medium, High</b>            (If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)</li> </ol>
<b>Black&amp;White</b>	<p><b>Multi-Level (Gray):</b> Choose “ON” if you wish to make gray copies or OFF to make a B&amp;W (single-bit) copy.</p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>Multi-Level (Gray): ON, *OFF</b></li> <li><b>File format: *PDE, TIFF, MTIFF(Multi-page TIFF)</b></li> <li><b>Compression Level: *Low, Medium, High</b>            (If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)</li> </ol>
* Factory Default	

### **Explanation of file format :**

<b>PDF</b>	PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
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### Explanation of file format :

<b>TIFF/MTIFF</b>	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
<b>JPEG</b>	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.

The following table gives you an idea of file size v.s. file format

<b>File Format</b>	<b>TIFF</b>	<b>PDF</b>	<b>JPEG</b>
File Size (A4, Color, @ 200 dpi)	10MB	53KB	212KB
File Size (A4, B&W, @ 200 dpi)	100KB	20KB	5MB

**Folder Template :** Used to specify the parameters for a Folder Template. The Folder Template contains similar information as the new folder screens. The Folder Template will display on the folder screen when users want to add a new folder to save the time to retype the data again.

<b>Item</b>	<b>Description</b>
<b>Server Settings</b>	
<b>Target URL</b>	<p>Choose the type of protocol of your filing server in the first field.  <b>Choices include *FTP, HTTP, CIFS, HTTPS.</b></p> <p>Enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocols. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p><b>Important note:</b>            You must use this CIFS filing format, file:\\IP\computer name\folder name, to set CIFS URL.</p>

**Folder Template :** Used to specify the parameters for a Folder Template. The Folder Template contains similar information as the new folder screens. The Folder Template will display on the folder screen when users want to add a new folder to save the time to retype the data again.

<b>Item</b>	<b>Description</b>
<b>Port #</b>	Enter the port number for the server where you want to store your scanned document. <b>Default value: *ftp:21, http:80, CIFS:139, https:443</b> If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the “Port” field to bring up the soft keyboard to enter the text.
<b>File Name</b>	The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name. Using a #Y#M#D#h#m#s#n format causes the file name to change by scan time. (Y, M, D, h, m, s, and n represent year, month, date, hour, minute, second and series number respectively.) For example, typing the file name: test#D#n will save the file name as test0500001
<b>Report to e-mail</b>	Enter an e-mail address if you wish to send the filing report to an e-mail.
<b>Create a Subfolder</b>	Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.) <b>Choices: ON, *OFF</b>
*Factory Default	

#### **Default Scan Options**

<b>Document Size</b>	Choose your default document size. <b>Choices: *A4 / Letter / A5 / B5 / Legal</b>
<b>Resolution</b>	Choose your default resolution for the scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes. <b>Choices: 75 / 100 / 150 / *200 / 300 / 400 / 600 dpi</b> <b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.

**Folder Template :** Used to specify the parameters for a Folder Template. The Folder Template contains similar information as the new folder screens. The Folder Template will display on the folder screen when users want to add a new folder to save the time to retype the data again.

Item	Description
<b>Image Density</b>	Adjust the image density in seven steps using the control panel. And you can specify the default value of image density in the range of 1 to 7 using Web Page. Increasing the value makes your scanned image darker and decreasing your scanned image lighter. <b>Choice: 1, 2, 3, *4, 5, 6, 7</b>
<b>Color</b>	Color documents to be sent via filing from the scanner. <b>Choices:</b> <ol style="list-style-type: none"> <li data-bbox="425 678 1168 788">1. <b>File Format: *PDF, JPEG, TIFF, MTIFF</b> (Multi-page TIFF)  <b>Note:</b> Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</li> <li data-bbox="425 808 1186 916">2. <b>Compression Level: *Low, Medium, High</b>            (If TIFF or MTIFF is selected as a file format, the compression Level is defined as RAW only.)</li> </ol>
<b>Black&amp;White</b>	Black and White documents to be set via filing from the scanner. <b>Choices:</b> <ol style="list-style-type: none"> <li data-bbox="425 1025 833 1052">1. <b>Multi-Level (Gray): ON,*OFF</b></li> <li data-bbox="425 1072 1082 1098">2. <b>File format: *PDF, TIFF, MTIFF(Multi-page TIFF)</b></li> <li data-bbox="425 1119 1186 1420">3. <b>Compression Level: *Low, Medium, High</b>            (If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to RAW only.             If you choose OFF from Multi-Level (Gray), the file formats include PDF, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)</li> </ol>

\* Factory Default

**Explanation of file format :**

<b>PDF</b>	PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.
<b>TIFF/MTIFF</b>	TIFF (The Tagged-Image File Format) is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. Also, virtually all desktop scanners can produce TIFF images.
<b>JPEG</b>	JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size.

The following table gives you an idea of file size v.s. file format

<b>File Format</b>	<b>TIFF</b>	<b>PDF</b>	<b>JPEG</b>
File Size (A4, Color, @200 dpi)	10MB	53KB	212KB
File Size (A4, B&W, @ 200 dpi)	100KB	20KB	5MB

**Fax Default :** Used to specify the fax default settings.

<b>Item</b>	<b>Description</b>
<b>Quality</b>	<p>Set default quality type.  <b>Choices: Standard, *Fine, Extra Fine, Photo</b></p> <ul style="list-style-type: none"> <li>■ <b>Standard (200 x 100 dpi):</b> Suitable for most typed originals.</li> <li>■ <b>Fine (200 x 200 dpi):</b> Good for small print.</li> <li>■ <b>Extra Fine (200 x 400 dpi):</b> Good for small print or artwork and transmits slower than Fine resolution.</li> <li>■ <b>Photo (200 x 200 dpi):</b> Use when the original has varying shades of gray.</li> </ul> <p><b>Note:</b> Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.</p>



**Fax Default :** Used to specify the fax default settings.

Item	Description
<b>Document Size</b>	Set default document size. <b>Choice: A4, Letter, Legal.</b> Note: The Legal option is only for ADF scan.
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. Set default image density level. <b>Choice: 1, 2, 3, *4, 5, 6, 7</b>
<b>Polling Reception</b>	Sets the default status of polling reception. Choose ON to use the scanner to poll other machines. Polling is the process of retrieving faxes from another fax machine. <b>Choice: ON, *OFF</b>
<b>Overseas Mode</b>	Sets the default overseas mode. Choose ON to avoid transmission problems when faxing overseas. <b>Choice: ON, *OFF</b>
* Factory Default	

**Fax Settings :** Used to specify additional fax settings.

Item	Description
<b>Settings</b>	
<b>ID</b>	Enter the ID of the scanner. Up to 32 characters can be entered. Normally, you can enter your company name in this field. Touch anywhere on the "ID" field to bring up the soft keyboard to type your text. The text in this field as well as the station number (telephone number of the scanner), the scanner's clock including date and time, the receiving fax number, and page index will be printed at the top of all outgoing faxes as header information.

**Fax Settings :** Used to specify additional fax settings.

<b>Item</b>	<b>Description</b>
<b>Station Number</b>	Enter the telephone number of the scanner. The Station Number is the phone number of the line connected to the built-in modem and the Station Number should be a value not more than 20 characters. The “+” (plus) and “ ” (blank space) are supported. The value of the station number will be printed as part of the fax header information of all outgoing faxes. Touch anywhere on the “Station Number” field to bring up the soft keyboard to type your number.
<b>Select Line</b>	Select to use the device’s fax telephone line as a direct outside line (PSTN line) or as an extension (PABX line). <b>Choices: *Outside, Extension</b>
<b>PSTN Access No.</b>	Enter the number to access the PSTN (Pubic Switched Telephone Network) line if your device’s fax telephone line is used as an extension. For example, enter 0 or 9 in the field via the soft keyboard.
<b>Redial</b>	Sets the number of redial attempts if the number dialed is busy. <b>Choices: 0, 1, *2, 3, 4, 5, 6, 7, 8, 9, 10</b> (The Redial value 0 indicates no redial.)
<b>Redial Interval</b>	The redial interval setting selects the number of minutes between each redial if the number dialed is busy. <b>Choices: 1, 2, *3, 4, 5, 6 minutes</b>
<b>Ring Response</b>	Lets you set the number of times the phone rings before the fax answers. <b>Choices: *1 ring, 5, 10, 15, 20 seconds</b>
<b>Sound Volume</b>	Use the arrow keys to adjust the sound volume during fax communication. <b>Choices: 0, 1, 2, *3</b>
*Factory Default	
<b>Options</b>	
<b>Add Phone #</b>	Choose ON then the new fax number will be automatically included in the Phone Book after sending the fax finishes. <b>Choices: ON, *OFF</b>

**Fax Settings :** Used to specify additional fax settings.

<b>Item</b>	<b>Description</b>
<b>Transmission Report</b>	<p>Select if you want to print the fax transmission report. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select Yes, a report will be printed after each transmission. If you select Error, the report will only be printed when a fax fails to transmit.</p> <p><b>Choices: *Yes, No, Error only</b></p>
<b>Fit to Page</b>	<p>Choose Enable to scale the entire contents of your receiving fax to fit into the paper of the printer. If this setting is disabled, an incoming image larger than the page splits across multiple pages.</p> <p><b>Choices: *Enable, Disable</b></p>
<b>Detect Dial Tone</b>	<p>Choose Enable to allow this scanner to wait for and detect a dial tone before proceeding with dialing. If you are using the scanner on the same line as your phone, turn on the detect dial tone setting. This will prevent the scanner from sending a fax while someone is on the phone.</p> <p><b>Choices: Enable, *Disable</b></p>
<b>Detect Busy Tone</b>	<p>Choose Enable to allow this scanner to detect a busy tone when sending a fax.</p> <p><b>Choices: *Enable, Disable</b> (The default setting varies based on country code.)</p>
<b>Manual Receive</b>	<p>Choose Enable to use the Manual Receive fax function or Disable to use the auto receive fax function. When Manual Receive is enabled, and there is an incoming fax, and the machine starts ringing you need to press the Start button, in the Fax working mode, to receive and print the fax.</p> <p><b>Choices: Enable, *Disable</b></p>
<b>ECM Mode</b>	<p>Choose Enable to use "ECM Mode". The Error Correction Mode function helps this scanner to improve communication in areas where telephone line conditions are poor.</p> <p><b>Choices: *Enable, Disable</b></p>
* Factory Default	

**Fax Settings :** Used to specify additional fax settings.

Item	Description
<b>Report Print</b>	<p>You can print the following types of reports:</p> <ul style="list-style-type: none"> <li>■ <b>Activity Report:</b> Select to print a report showing the latest record, of up to 50 communications, between the sending and receiving fax machines. (The default setting is to print a record of every 50 communications between sending and receiving fax machines.) The report may contain information and results which are useful for troubleshooting problems.</li> <li>■ <b>Broadcast Report:</b> Select to print the group transmission report.</li> <li>■ <b>Transmission Report:</b> Select to print the latest transmission report, to check if the transmission result is successful, disregarding which selection you have chosen in the <b>Transmission Report</b> option.</li> </ul>
<b>Cancel Fax Jobs</b>	
<b>Delete</b>	If you wish to cancel pending fax jobs, you can choose the item in the delayed send fax job list and then press the “Delete” button to cancel it.

**Phone Book :** Used to create and edit the fax phone book, which includes up to 200 individual phone numbers and 20 groups.

Item	Description
<b>Single Dial</b>	
<b>Program</b>	Select to enter a new name and phone number. Up to 200 phone numbers can be entered.
<b>Change</b>	Changes a current phone number. Select a phone number you wish to change and then touch the <b>Change</b> button.
<b>Delete</b>	Deletes a current phone number. Select a phone number you wish to delete and then touch the <b>Delete</b> button. The selected phone number will be deleted.
<b>Group Dial</b>	

**Phone Book :** Used to create and edit the fax phone book, which includes up to 200 individual phone numbers and 20 groups.

Item	Description
<b>Program</b>	Select to enter a new group. Up to 20 phone groups can be created.
<b>Change</b>	Changes a current phone group. Select a group you wish to change and then touch the <b>Change</b> button.
<b>Delete</b>	Deletes a current phone group. Select a group you wish to delete and then touch the <b>Delete</b> button. The selected group will be deleted.

**Management :** Used to specify the administrator authentication and other management settings such as energy saving (timer), display language, the default operation mode, and so on.

Item	Description
<b>Administrator Profile</b>	
<b>Login Name</b>	Enter the login name to access the Menu options. Up to 32 characters or digits are allowed and is case-sensitive.
<b>Password</b>	Enter the password to access the Menu options. Up to 8 characters or digits are allowed and is case-sensitive.
<b>E-mail Address</b>	Enter the e-mail address of the administrator of the scanner, so that the system can send error or warning messages. Up to 64 characters or digits are allowed and is case-sensitive.
<b>Management Settings</b>	
<b>Add "To" Addr. After Sending</b>	Choose Enable to add the "To" address to the current address book, after the e-mail has been sent from the scanner. <b>Choices: *Enable, Disable</b>
<b>Add a New Folder After Sending</b>	Choose Enable to add the new folder to the current folder list, after the document has been sent to the server from the scanner. <b>Choices: *Enable, Disable</b>
<b>Energy Saving</b>	Set to enable or disable energy saving. The energy saving lets you reduce power usage while the machine is idle. <b>Choices: *Enable, Disable</b>

**Management :** Used to specify the administrator authentication and other management settings such as energy saving (timer), display language, the default operation mode, and so on.

Item	Description
<b>Energy Saving (Timer)</b>	<p>If Energy Saving has been enabled, choose how long the machine will be idle before it automatically enters the energy saving mode after the last action. The factory default setting is 15 minutes.</p> <p><b>Choices: 5, *15, 30, 60, 240 minutes</b></p>
<b>System Auto Reset (Timer)</b>	<p>Specify the system's auto reset time. If users have not performed any action during the limited reset time, the LCD display will automatically return to the default operation mode, for example, copy or e-mail working mode.</p> <p><b>Choices: 20, 40, *60, 120, 180 seconds</b></p>
<b>Language</b>	<p>Choose the language you want to show in the LCD-display.</p> <p><b>Choices: *English, Chinese</b></p>
<b>Default Mode</b>	<p>Specify a default operation mode. The default mode will show after the system auto reset time is over or when the system is turned off and on again.</p> <p><b>Choices: Copy, *E-Mail, Filing, Fax, Shortcut</b></p> <p><b>Note:</b> Shortcut provides you an effective way to copy or send your document with just a few touches on the LCD screen. If you wish to use the Shortcut function, you need to create your shortcut buttons first via the scanner's web page and specify the default working mode to be Shortcut. For more details on using the Shortcut buttons, please refer to the Appendix.</p>
*Factory Default	

Account Management : Used to set user's privileges including using the copy, e-mail, folder, or fax function of the scanner by assigning an account authentication method.

Item	Description
<b>Important!</b>	For effective management, the scanner allows the administrator to specify users' privileges only through the scanner's embedded web page. Simply type the scanner's IP address, in the URL field of your browser, and choose Account Management to set users' privileges in the scanner's web page. (For more details, please see Appendix.)
<b>Authentication Type</b>	<p>Choose to select the authentication type for account management.  <b>Choices: None, Local, HTTP, LDAP, SMTP</b></p> <p><b>Note:</b>            "None" means no account management will be applied.            "Local" means using the scanner as the authentication type, and the name and password entered in the Account management are saved in the scanner memory.            "HTTP, LDAP, or SMTP" means using a HTTP, LDAP, or SMTP server as the authentication type.</p>
<b>Server Information IP or URL</b>	Assign the server IP or the URL address of the authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.
<b>Port #</b>	Enter the port number if you chose HTTP, LDAP, or SMTP as your authenticating server.

## CREATING A FOLDER TEMPLATE

There are server configuration requirements that must be met before attempting to scan to a folder. The following will briefly review the server systems that can be used with the scanner. There is additional information that you need to be aware of.

### FTP—SETTING THE SERVER TO STORE YOUR IMAGE

FTP Stands for “File Transfer Protocol.” It is a common method of transferring files via the Internet from one computer to another. FTP uses RFC 959[FTP] as their protocol, and the default Port is usually 21. Therefore, please make sure you have a valid FTP account, with write privileges, under the directory to save the files. To add a sub-directory from the scanner, you need to have the write privilege of adding a new directory.

### HTTP—SETTING THE SERVER TO STORE YOUR IMAGE

HTTP uses RFC 2616 [HTTP 1.1] as the protocol, and the default port is usually 80. If you are not using the default HTTP port to send and save files, you must change the HTTP Port of the scanner to the port for the web server you are using.

Generally speaking a web server, such as IIS or other HTTP server, can use an anonymous account for authentication, so that the user can link directly to the web page without entering a user name and password first. Hence, if the HTTP Server allows anonymous account authentication, when you use the scanner to send and save the files, there is no need for specifying any text in the Login name and Password fields of the scanner.

On the other hand, if the IIS or HTTP server does not allow anonymous account authentication connecting to the web page, the user will be prompted to enter the user name and password first when connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password, permitted by the server, in the Login name and Password fields for the scanner, respectively.

Therefore, please make sure which mode your Web Server allows before using HTTP for file saving. If anonymous access mode is not allowed, you must have an HTTP account and password.



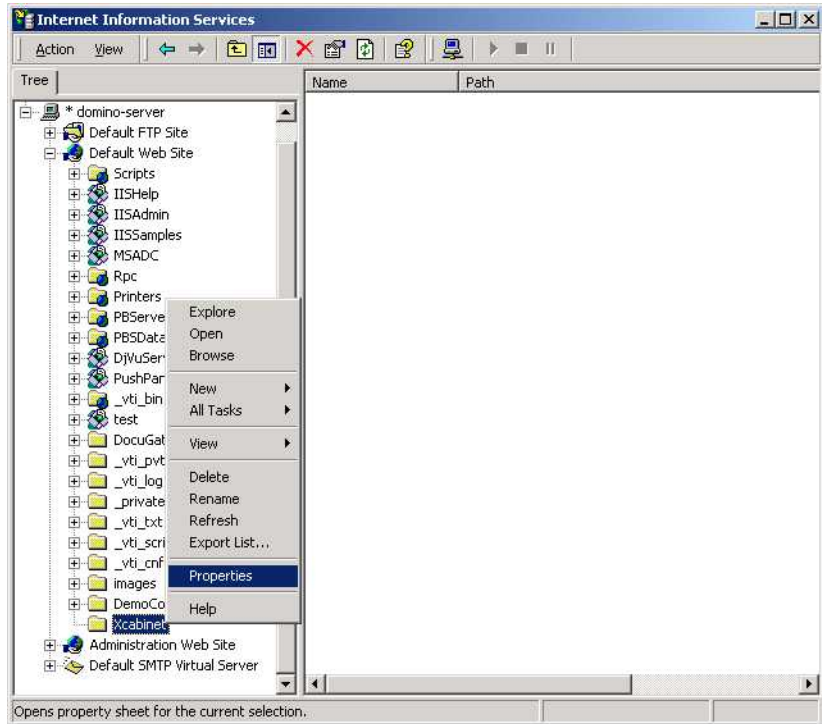
Since the scanner will check whether the directory for saving the file really exists, before proceeding with file saving, and then writing the file after scanning to the specified directory, you have to set the directory for saving files as “browse” and allow write access in the Web Server; otherwise, the scanner will not be able to write the file into the directory.

If you wish to use the scanner to save files, in addition to changing some settings in the Web Server, you will have to confirm the account with the privilege of writing to the Web Server; otherwise, the scanner will not be able to “write” the scanned file to the file system.

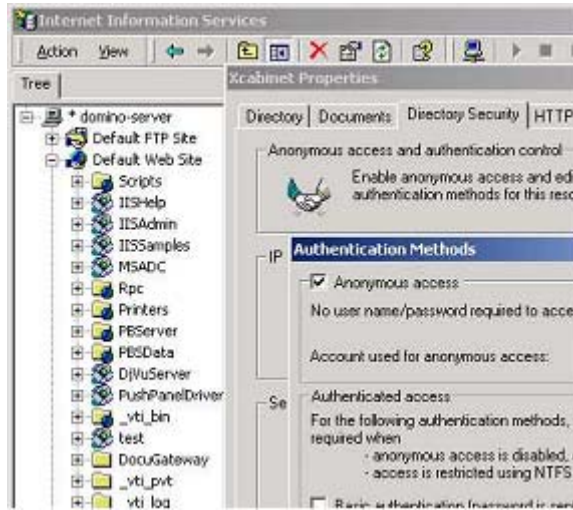
The following uses the IIS setting for anonymous access to Microsoft Windows 2000 as an example, and assumes the HTTP application is installed in the root directory of IIS, C:\Inetpub\wwwroot\Xcabinet, and the directory for file saving is C:\Inetpub\wwwroot\Xcabinet. For non-anonymous access, refer to IIS for more detail information.

**The settings for IIS anonymous access is as below:**

1. Start “Internet service manager” in the “Control Panel”, select “Default Web site” and right click C:\Inetpub\wwwroot\Xcabinet, and select “Properties”.



- In the Xcabinet dialog box, select the “Directory security” tab, and click “Edit” for “Anonymous Access and Authentication Control”. Please make sure “Anonymous Access” is selected in the “Authentication Methods” dialog box.



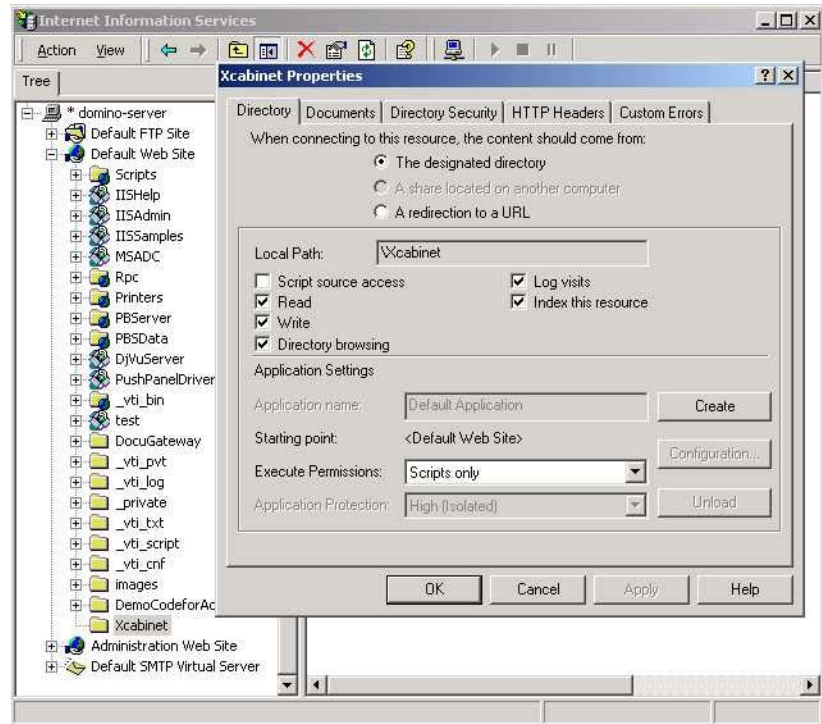
- Click on “Edit” to open the “Anonymous User Account” window.

Please make sure that the account, stored in your computer system, in the “Username” field has sufficient privileges to access the file system.



**The settings for IIS privilege is as below:**

1. Like the setting in anonymous access, start the “Internet service manager” and select “Default Web site”. Right-click C:\inetpub\wwwroot\Xcabinet, and select “Properties”.
2. Select the “Directory” tab in the Properties page. Please ensure the privileges for “Read”, “Write” and “Directory Browsing” are selected.



**The settings for the directory is as below:**

If the file management system in your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\Xcabinet, you have to make sure the anonymous account has sufficient write privileges. You may make settings changes similar to the following:

1. Select C:\Inetpub\wwwroot\Xcabinet directory in Windows Explorer, right-click and then select "Properties".
2. Select the "Security" tab in the File dialog box, and then select "Everyone". Select the privileges for "Read and Execute", "Folder Properties List", "Read" and "Write".

After that "every user" has the privilege to manage all files in the directory for saving files.

---

**Note:** For the actual security of the scanned files, you should not allow the group "Everyone" to have full privileges to the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privileges of the directory for file saving for IIS anonymous account, or the other users and groups that can use the directory only.

---

**Note:**

- Please note that the scanner cannot add a server sub-directory when using HTTP.
  - When using Apache as the HTTP server, you need to have HTTP/1.1 put an add-in module since the scanner uses chunked Transfer-encoding. In addition, the Apache server will have to be set to accept the HTTP PUT command in order to accept the scanner for file saving. For more information, refer to the related Apache server documentation.
  - For IIS 6.0 on Windows 2003, you need to enable WebDAV in the Server Extension folder.
-

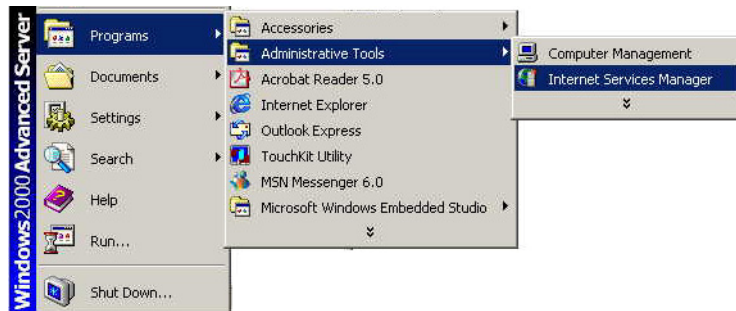
## HTTPS—SETTING THE SERVER TO STORE YOUR IMAGE

HTTPS is a secure way of using HTTP. HTTP provides almost no security features. It contains only basic authentication mechanisms, and supports little privacy. HTTPS solves this problem by adding SSL, a secure transport layer over insecure TCP.

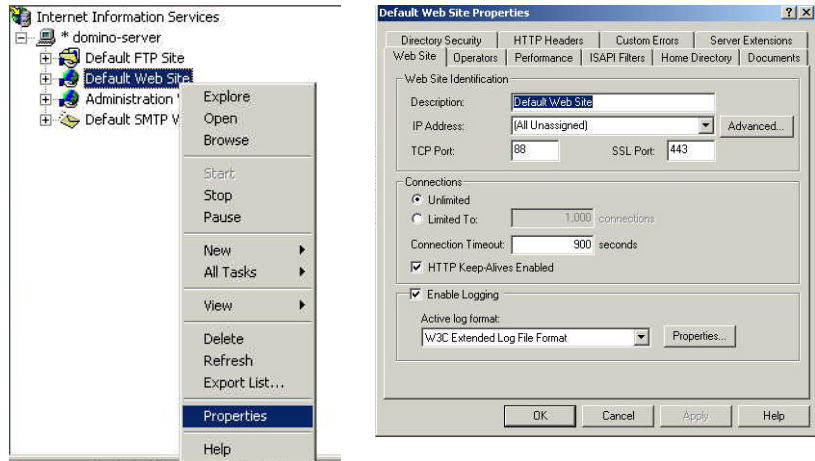
To send a scanned document to a server using HTTPS, you must install SSL on the destination servers. For instructions on how to setup SSL properly on the server, please refer to the server's instruction manual. After SSL has been installed, please check if the SSL port is editable and the directory security has been selected. The following illustrations show how to check the SSL port and directory security in a Windows 2000 Server system.

### To check if SSL port and directory security have been selected:

1. Click Start>Program>Administrator Tools>Internet Service Manager in succession.

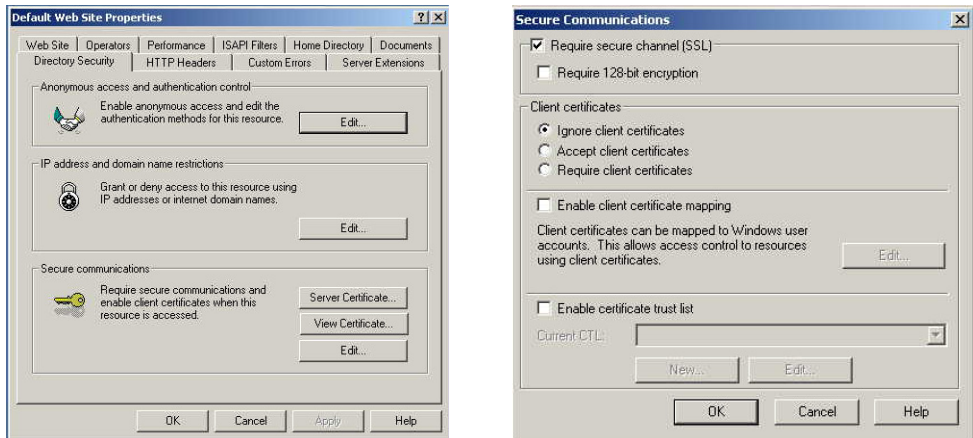


2. Select then right-click on **Default Web Site** and then choose **Properties**. The **Default Web Site Properties** dialog box appears. Click the **Web Site** tab and check if SSL port is editable.



3. In the **Default Web Site Properties** dialog, click the **Directory Security** tab and then click the **Edit** button from the **Secure Communication** field.

The **Secure Communication** dialog opens.



4. Make sure “Require secure channel (SSL)” and “Ignore client certificates” have been selected.

Or

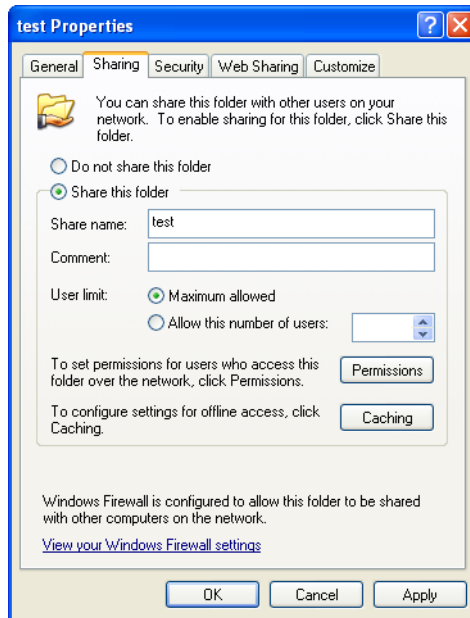
You can simply type “netstat” in an MS-DOS command. If the https has been established, and indicated in the example below, then the server is ready to receive scanned documents from the scanner via HTTPS.

```
C:\>netstat
Active Connections
  Proto Local Address           Foreign Address         State
  TCP   domino-server:kerberos domino-server:1065     TIME_WAIT
  TCP   domino-server:https    domino-server:1066     ESTABLISHED
  TCP   domino-server:1066     domino-server:https    ESTABLISHED
C:\>
```

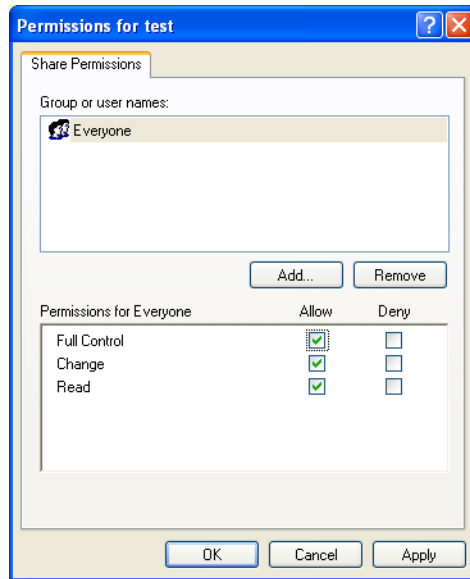


## CIFS—SETTING THE SERVER TO STORE YOUR IMAGE

CIFS (Windows Network Share) is a file saving protocol generally used for “recourse sharing” of networks in Microsoft Windows systems. Please set up the “shared directory” per the network settings for sharing in MS Windows. Generally, in the shared directory Properties dialog box under the Windows XP, select the “Sharing” tab, and then select “Share this folder”. Click the “Permissions” button to open “Permissions for the shared directory” dialog box.



Click the “Full Control” option to allow full privileges to the shared directory.

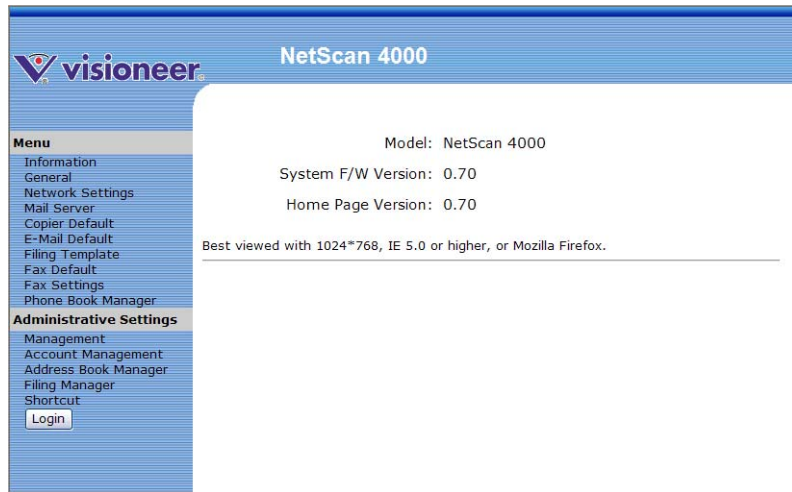


## CREATING A FOLDER TEMPLATE USING THE SCANNER'S EMBEDDED WEB PAGE

For management purposes, the scanner allows the administrator to specify the Filing Template remotely only through the scanner's embedded web page. Please note that you cannot specify these settings using the scanner's touch panel.

### To specify the Filing Template by the scanner's web page:

1. Type the IP address of the scanner in the URL field of your browser and then press **Enter** to launch the scanner's web page.



- Click Filing Template to prompt the following Filing Template screen.

- Enter or select an input parameter respectively, and then click **Update** to save your settings. Refer to the following table for details of each setting:

Item	Description
<b>Target URL</b>	<p>Please choose the type of protocol for your filing server in the first field.</p> <p><b>Choices include: *FTP, HTTP, CIFS, HTTPS</b></p> <p>Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will be varied due to different protocols. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p><b>Important note:</b></p> <p>You must use this CIFS filing format, file:\\IP\\computer name\\folder name, to set CIFS URL.</p>
<b>Port #</b>	<p>The port number of your filing server.</p> <p><b>Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443</b></p> <p>If the default value is different from the current server, input the correct port number in this field.</p>

Item	Description
<b>File Name</b>	<p>The file name for your scanned document without extension. Using #Y#M#D#h#m#s#n creates a counting number file name. (Y, M, D, h, m, s, n represent Year, Month, Day, hour, minute, second and series number respectively.) For example, typing the file name: test#D#n will bring your filing file name as test0500001</p>
<b>Color File Format</b>	<p>Color documents are sent to the server from the scanner.</p> <p><b>Choices are:</b></p> <ol style="list-style-type: none"> <li data-bbox="439 552 1110 621">1. <b>File Format: *PDF, JPEG, TIFF, MTIFF(Multi-page TIFF)</b></li> </ol> <p>Note: Choose MTIFF or PDF when you need to scan multi-page document and convert it to a single image file.</p> <ol style="list-style-type: none"> <li data-bbox="439 716 989 756">2. <b>Compression Level: *Low, Medium, High</b></li> </ol> <p>(If TIFF or MTIFF is selected as a file format, the compression Level is defined as Raw only.)</p>
<b>Black&amp;White File Format</b>	<p>Black &amp; White or Gray documents are sent to the server from the scanner.</p> <p><b>Choices are:</b></p> <ol style="list-style-type: none"> <li data-bbox="439 956 861 996">1. <b>Multi-Level (Gray): ON, *OFF</b></li> <li data-bbox="439 996 1110 1036">2. <b>File Format: *PDF, MTIFF(Multi-page TIFF), TIFF</b></li> <li data-bbox="439 1036 989 1076">3. <b>Compression Level: *Low, Medium, High</b></li> </ol> <p>If you choose ON from Multi-Level (Gray), the available file formats are PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to RAW only.</p> <p>If you choose OFF from Multi-Level (Gray), the available file formats are PDE, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.</p>
<b>Resolution</b>	<p>The resolution of your scanned document.</p> <p>The higher the resolution the clearer the image, but high resolutions take longer to scan and result in larger file sizes.</p> <p><b>Choices are: 75, 100, 150, *200, 300, 400, 600 dpi.</b></p> <p><b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.</p>

<b>Item</b>	<b>Description</b>
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter. <b>Choices are: 1, 2, 3, *4, 5, 6, 7</b>
<b>Subfolder</b>	Input the name of the subfolder. (Make sure you have write access to create a subfolder on the server.) <b>Choices are: *ON, OFF</b>
<b>Report to e-mail</b>	Enter an e-mail address if you want to send a filing report to an e-mail message.
<b>Document Size</b>	Choose your document size. <b>Choices are: A4, Letter, A5, B5, Legal</b> Note the legal size is available from the ADF only. * The default paper size depends on the main tray of the printer.

\* Factory Default

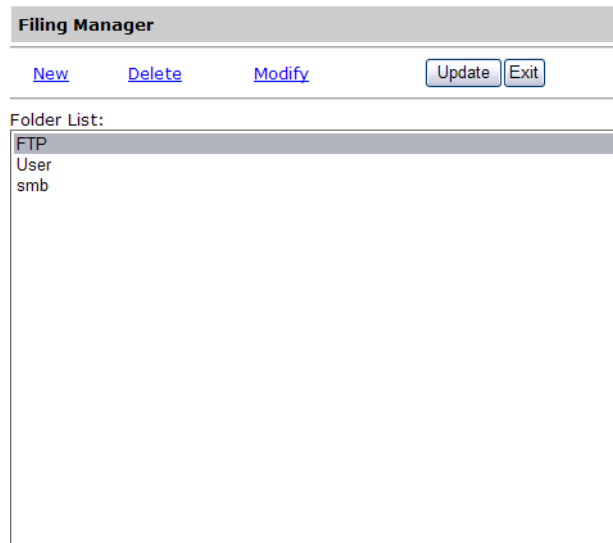
## EDITING A FOLDER USING THE SCANNER'S WEB PAGE

You can create a new folder, and modify or delete an existing folder.

### To add a new folder,

1. Type the IP address of the scanner in the URL field of your browser and then press **Enter** to launch the scanner's embedded web page.
2. Choose **Administrator Settings** to launch the Login dialog.
3. There is no default administrator name or password, simply click **Login** to access the Administrator Settings.

4. Click **Filing Manager** to open the **Filing Manager** options.



Folder counter:3/50

5. Click **New** to open the **New Folder** dialog.

**New Folder** Add Cancel

Folder Name:		
Target URL:	ftp://	
Port#:	21	
User Name:		
Password:		
File Name:		
Color File Format	File Format:	PDF
	Compression Level:	Low
Black/White File Format	Multi-Level B&W-Gray:	OFF
	File Format:	PDF
	Compression Level:	Low
	Resolution:	200 dpi
	Image Density:	4
	Create a Subfolder:	OFF
	Report to E-mail:	
	Paper Size:	Letter

---

**Note:**

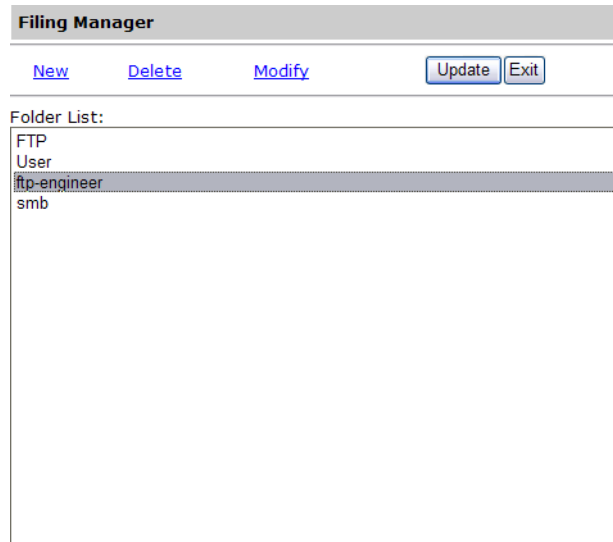
- If you have created a Folder Template, all the settings of the template will be automatically copied to the new folder settings so that you don't need to retype the information when adding a new folder.
  - The five most often used folder names appear first on the Filing Manager main screen. Up to 40 folders can be entered. You can use the Up-Arrow or Down-Arrow key to scroll through all folders in the folder list.
-



- Input the folder information in the fields you want to modify. The following example shows the settings from the Folder Template's.

New Folder		Add	Cancel
	Folder Name:	ftp-engineer	
	Target URL:	ftp://	ftp.abccompany.com
	Port#:	21	
	User Name:	abc	
	Password:	●●●●●●	
	File Name:	scan#h	
Color File Format	File Format:	PDF	
	Compression Level:	Low	
Black/White File Format	Multi-Level B&W-Gray:	OFF	
	File Format:	PDF	
	Compression Level:	Low	
	Resolution:	200 dpi	
	Image Density:	3	
	Create a Subfolder:	OFF	
	Report to E-mail:		
	Paper Size:	Letter	

7. Click **Add** to save the folder and return to the main screen. Your new folder name will be displayed in the window. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving any change.



Folder counter:4/50

### To modify a current folder,

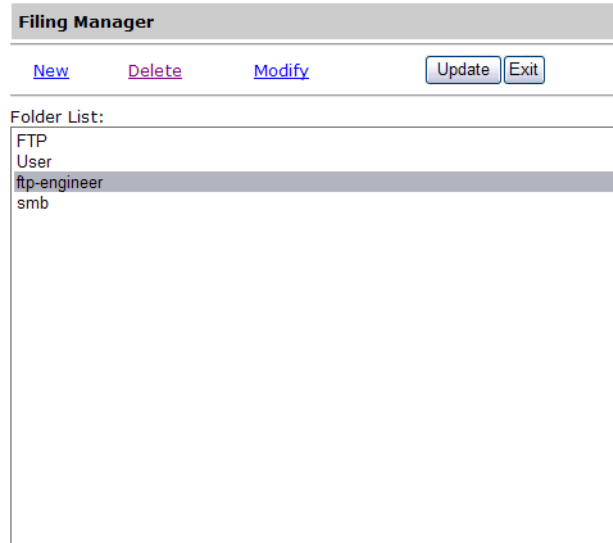
1. Repeat Step 1 to 2 from the previous section, “Editing a Folder using the Scanner’s Web Page”.
2. Choose a folder you wish to edit from the folder list and click **Modify** to open the following **Modify Folder** screen. Or, you can double-click the folder to open the **Modify Folder** screen.

<b>Modify Folder</b>		<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
Folder Name:		ftp-engineer	
Target URL:		ftp://	ftp.abccompany.com
Port#:		21	
User Name:		abc	
Password:		●●●●●●	
File Name:		scan#h	
Color File Format	File Format:	PDF	
	Compression Level:	Low	
Black/White File Format	Multi-Level B&W-Gray:	OFF	
	File Format:	PDF	
		Compression Level:	
		Low	
Resolution:		200 dpi	
Image Density:		3	
Create a Subfolder:		OFF	
Report to E-mail:		null	
Paper Size:		Letter	

3. Modify your folder content and click **Update** to save the latest data, or **Cancel** to exit and return to the **Folder Manager** screen.
4. In the **Folder Manager** screen, click **Update** to send the changes to the scanner, or **Exit** to leave without saving any changes.

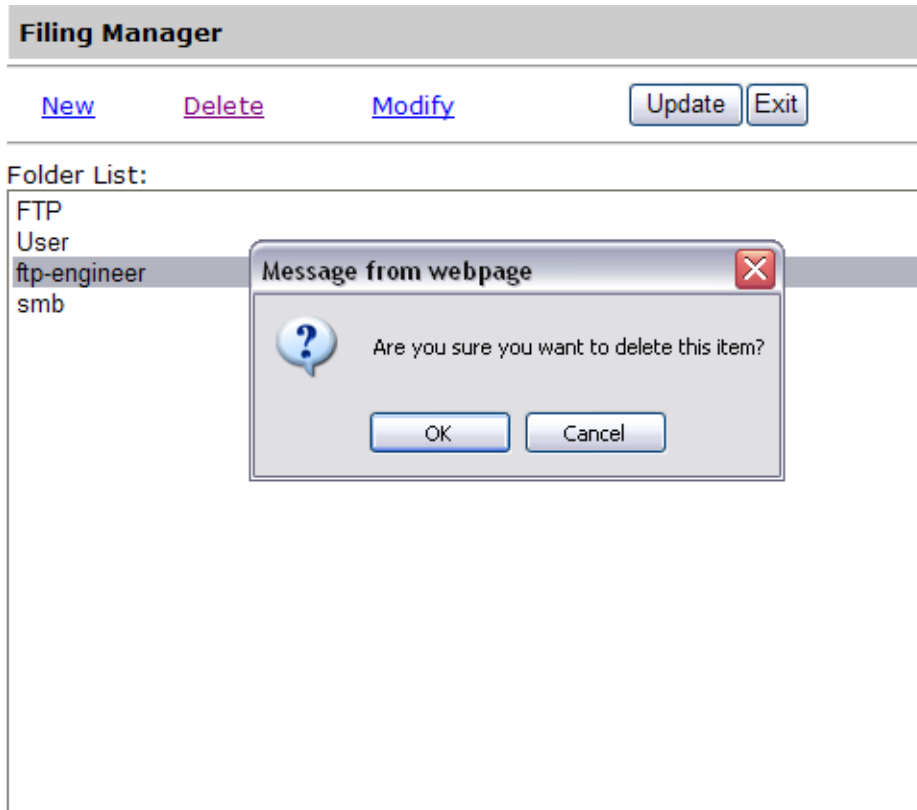
**To delete a folder:**

1. Repeat Step 1 to 2 from the previous section, Adding a New Folder By the scanner's Web Page.
2. Choose the folder you wish to delete in the **Folder Manager** screen.



Folder counter:4/50

3. Click **Delete** to remove the folder. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.



Folder counter:4/50

4. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving any changes.

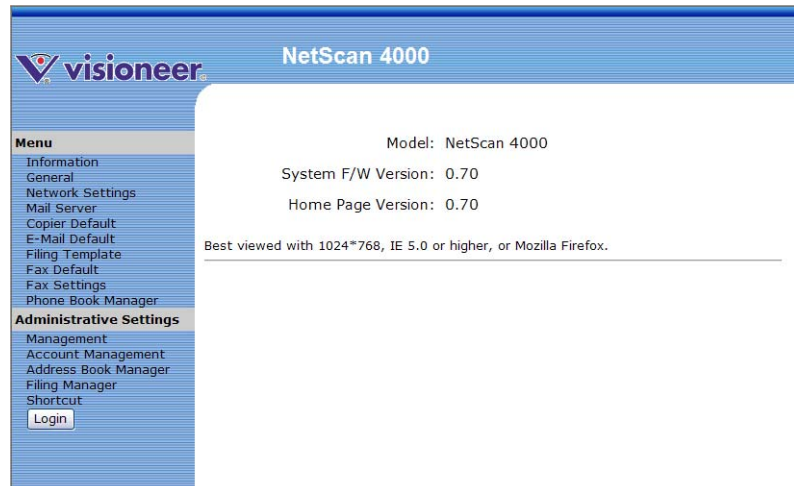
# SETTING REQUIRED FAX SETTINGS

## SETTING YOUR LOCATION

Your location has to be set first to ensure the fax transcending signals are correct.

### To set your location:

1. Start Your Browser.
2. Type the IP address of the scanner in the URL field. For example, <http://10.1.30.83>. The scanner's embedded web page opens.



3. Click **General** from the Menu to open the **General** options.
4. Choose your location from the **Country Code** drop down list box.

**General** Update

Machine Name:

Date(yyyy/mm/dd):

Time(hr:min:sec):

Time Zone:  ▼

Country Code:  ▼

5. Click **Update** to save your settings.

---

**Note:** Alternatively, you can set your location via the touch panel.

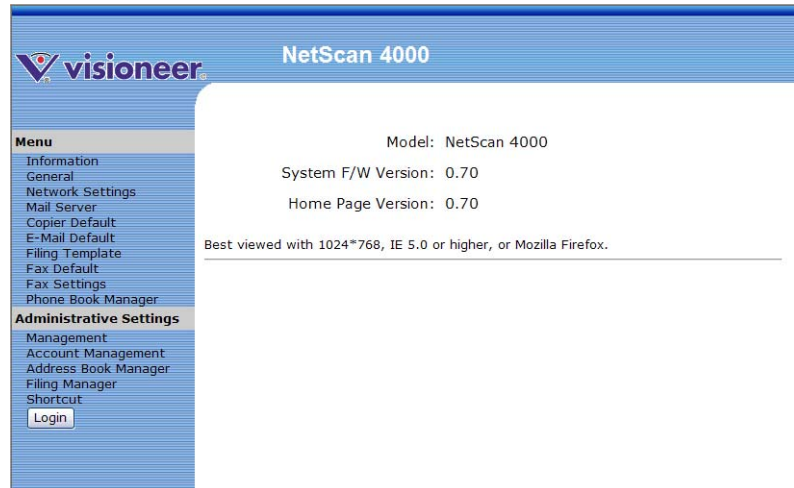
---

## SETTING YOUR FAX HEADER

The fax header consists of date, time, ID number, the receiving fax number and page index which will be shown at the top of all outgoing faxes.

### To set the fax header:

1. Start your browser.
2. Type the IP address of the scanner in the URL field. For example, `http://10.1.30.83`. The scanner's embedded web page opens.



3. Click **General** from the Menu to open the **General** options.
4. Input the current date and time using the format (YYYY/MM/DD) and (hh:mm:ss) and click **Update** to save your settings.

General		Update
Machine Name:	<input type="text" value="NetScan 4000-10A"/>	
Date(yyyy/mm/dd):	<input type="text" value="2009/08/18"/>	
Time(hr:min:sec):	<input type="text" value="21:27:46"/>	
Time Zone:	<input type="text" value="(GMT+08:00)"/>	
Country Code:	<input type="text" value="International"/>	

5. Click **Fax Settings** from the Menu to open the **Fax Settings** screen.
6. Input your information in the **ID #** field. For example, your company name or your fax number. Up to 32 characters or digits can be entered.
7. Enter the scanner's fax number in the **Station Number** field on the **Fax Settings** screen. Up to 20 digits can be entered, numbers and “ ” (blank space) and “+” (plus) are supported.

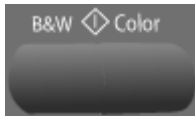
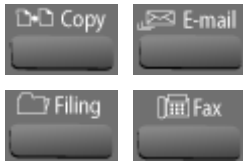
The following is an example of the fax header.

ID#: AAA Company Station #: 5231111 To:1234567 2007/07/31 15:31 Page:1



# Operation

With an intuitive control panel and a large LCD display, the scanner is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the scanner takes only a few steps as follows.



1. Place the document in either the input tray or on the flatbed glass.
2. Press **Copy**, **E-mail**, **Filing**, or **Fax** on the control panel.

**Copy**—sends the scan to the attached printer.

**E-mail**—enter an e-mail address or select an address from the address book.

**Filing**—choose the desired folder to save your image.

**Fax**—enter a fax number or select one number from the phone book.

3. Press the “**Black & White**” or “**Color**” button to start scanning and send the scanned document to your printer, e-mail address, filing server, or a remote fax machine.

The following sections describe the advanced steps on how to make a copy of your scanned document, how to fax your scanned document, and how to distribute your document over the internet.

## LOADING PAPER

The scanner can scan and send document(s) from the ADF (Automatic Document Feeder) or the flatbed glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, plastic cards, or paper with wrinkles or curls, please place your paper on the flatbed glass.

## NOTICE ON USING THE ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches (Legal).
- Document(s) can range in weight from 16 to 28 lbs (0.002” to 0.006” or 60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>).
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of tape, curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, labels, and paper sticky notes.
- There is nothing on the flatbed glass.

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**Note:** To scan irregular types of document(s), place the document(s) on the glass or make a copy first and then scan the copy instead.

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## PLACING DOCUMENT(S) IN THE ADF

4. If you have multiple pages, fan your document(s) to avoid occasional paper jam and to verify that none of the pages are stapled or taped together. The ADF holds up to 50 pages at one time.



5. Adjust the Paper Guides to center the document(s) in the ADF.

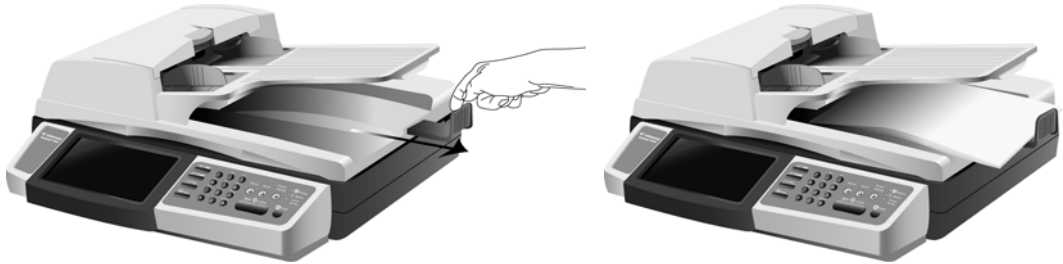


6. Place your document(s) with the text **FACE UP** in the ADF with the tops pointing into the scanner.



## USING THE PAPER STOPPER

If you are using legal size paper, move the paper stopper to the right end as shown below. The paper stopper is designed to keep your documents from falling to the floor during operation.



## PLACING DOCUMENT(S) ON THE GLASS

1. Open the document(s) cover to reveal the glass.
2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.



3. Close the document cover.

# MAKING COPIES

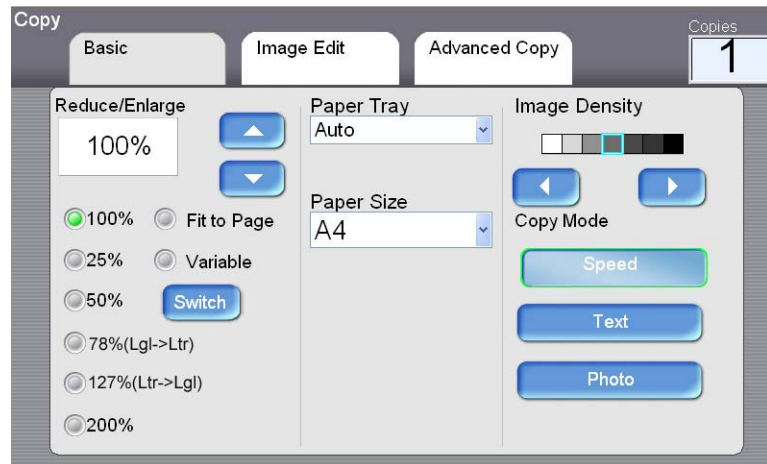
## BASIC OPERATION

### Important!

**Before making copies through your printer, please make sure your printer has been properly connected to the scanner and that the power of the printer has been turned on FIRST. Otherwise, the copy function will not work properly.**

### Using the Default Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the flatbed glass.
2. Press the **Copy** button on the control panel to show the Copy main screen on the touch panel.

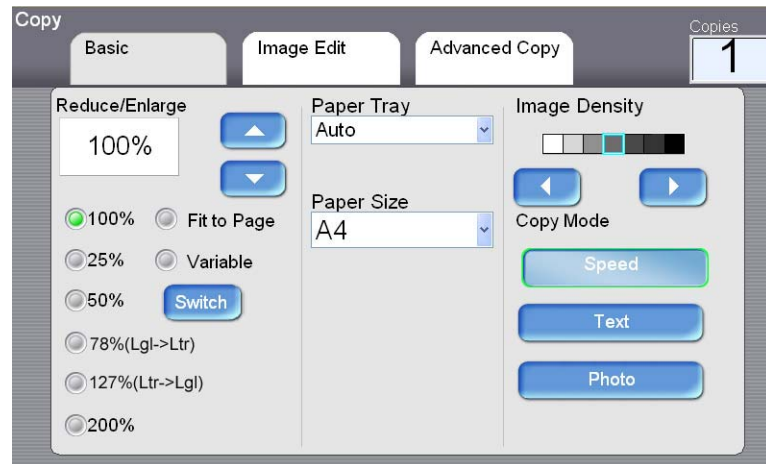


3. Press the **B&W** or **Color** start button on the control panel to copy your document(s) in black and white.

## ADVANCED OPERATION

### USING SPECIAL SETTINGS

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Copy** button on the control panel to prompt the **Copy** main screen.



3. If you need to make more than one copy, enter your desired copy count using the numeric keypad on the control panel. The number of copies will appear on the upper right corner.
4. On the **Basic** screen, check if the paper size, the scaling percentage, the image density, and the copy mode meets your requirement. If not, make any change that suits your needs.
5. Choose the **Image Edit** or the **Advanced Copy** tab to show more copy options. (For more information about the settings, see the settings description below.)
6. Press the **B&W** or **Color** button on the control panel to copy your document(s) in black and white.

## SETTINGS DESCRIPTION

### Basic Copy :

Item	Description
<b>Reduce/Enlarge</b>	Select the scaling percentage by touching the <b>Switch</b> button. <b>Choices: *100%, 25%, 50%, 78% (Legal -&gt; Letter), 93% (Fit to Page), 127% (Letter -&gt; Legal), 200%, Variable</b> Variable means selecting your scaling percentage in a one percent increment from 25%-400% using the Up-arrow and Down-arrow key.
<b>Paper Tray</b>	Sets which paper tray, in the printer, will be used for the current Copy job. <b>Choices: *Auto</b> (Select paper tray automatically), <b>Tray 1, Tray 2, MP(Multi-purpose) Tray</b> Please confirm that the paper size of the scanner's LCD has changed when you change the paper size of the printer.
<b>Paper Size</b>	Sets your paper size. <b>Choice: A4, Letter, A5, B5, Legal.</b> Note Legal size is available only when scanning from the ADF.
<b>Image Density</b>	Use the "Image Density" control to adjust from level 1 to level 7. <b>Choice: 1, 2, 3, *4, 5, 6, 7</b>
<b>Copy Mode</b>	Choose the focus of your copy result. For example, if your document contains pictures, choose Photo. If your document contains text only, choose Text. Speed mode is a standard mode for all documents. <b>Choice: *Speed, Text, Photo</b>
* Factory Default	

**Image Edit :**

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<b>Item</b>	<b>Description</b>
<b>Erase Border</b>	Sets the length of border you want removed from the image. <b>Options: *0 / 0.25 / 0.5 / 0.75 / 1.0 inch</b> <b>or *0 / 6 / 13 / 19 / 25 mm</b>
<b>Margin Adjustment</b>	The “Margin Adjustment” option will move the copy image to the right and/or to the bottom; depending on the “Right” and “Bottom” parameters. <b>Right or Bottom options:</b> <b>*0 / 0.25 / 0.5 / 0.75 / 1.0 inch or *0 / 6 / 13 / 19 / 25 mm</b>
<b>Unit</b>	Choose the unit of measurement you want to use. <b>Choices: *inch, mm</b>

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\* Factory Default

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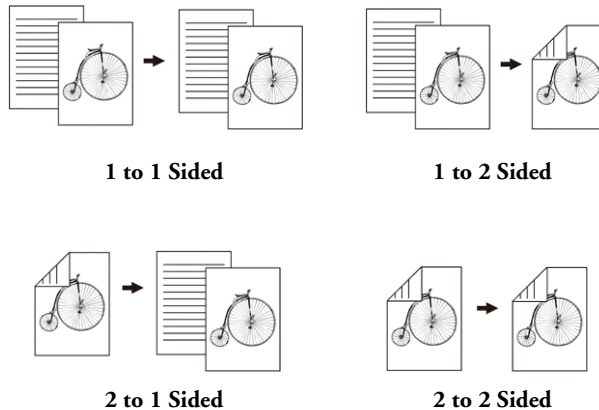


**Advanced Copy :**


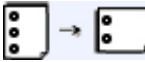

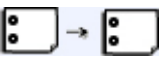
Item	Description
<b>Collate</b>	Choose the order you want your copies to be placed in “*Sort” (e.g. pages 1,2,3/1,2,3 /1,2,3) or “Stack” (e.g. pages 1,1,1/2,2,2/3,3,3).
<b>Duplex</b>	<p>Choose one of these four types to use when printing duplex. (First verify that your printer includes a duplex option.)</p> <p><b>Choices: 1 to 1 Sided, *1 to 2 Sided, 2 to 2 Sided, 2 to 1 Sided</b></p> <p><b>1 to 1 Sided:</b> Copy single-sided originals onto one side of one sheet of paper.</p> <p><b>1 to 2 Sided:</b> Copy single-sided original onto two sides of one sheet of paper.</p> <p><b>2 to 1 Sided:</b> Copy double-sided original onto one side of one sheet of paper.</p> <p><b>2 to 2 Sided:</b> Copy double-sided original onto two sides of one sheet of paper.</p>



Example:



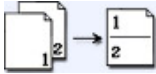


**Advanced Copy :**

Item	Description
<b>Orientation</b>	<p>Specify how you want to bind your duplex printing.  <b>Note:</b> This feature is available only if a duplex printer is installed.  <b>Choices:</b> *<b>Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge</b></p> <p><b>Long Edge</b> means documents are to be bound or flipped on the long edge of paper.</p> <p><b>Short Edge</b> means documents are to be bound, or flipped, on the short edge of paper.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>Long Edge to Long Edge</b> Turn your documents from long-edge binding to long-edge binding.</p> </div> <div style="text-align: center;">  <p><b>Long Edge to Short Edge</b> Turn your documents from long-edge binding to short-edge binding.</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  <p><b>Short Edge to Long Edge</b> Turn your documents from short-edge binding to long-edge binding.</p> </div> <div style="text-align: center;">  <p><b>Short Edge to Short Edge</b> Turn your documents from short-edge binding to short-edge binding.</p> </div> </div>
<p><b>Note:</b> The selection of orientation varies depending on the type of duplex printing.</p>	
<b>Duplex</b>	<b>Availability of Orientation</b>
1 to 1 sided	All options are unavailable.
2 to 1 sided	Only Long Edge to Long Edge and Short Edge to Long Edge are available.
1 to 2 sided	Only Long Edge to Long Edge and Long Edge to Short Edge are available.
2 to 2 sided	All options are available.

**Advanced Copy :**

Item	Description
<b>Orientation (Cont'd)</b>	<p data-bbox="425 296 542 326">Examples:</p> <div data-bbox="476 600 591 630" style="display: flex; align-items: center;"> <div data-bbox="634 456 908 626" style="margin-right: 20px;"> </div> <div data-bbox="979 352 1148 626" style="margin-right: 20px;"> </div> </div> <p data-bbox="476 1034 591 1064" style="display: flex; align-items: center;"> <div data-bbox="619 708 751 1055" style="margin-right: 20px;"> </div> <div data-bbox="822 925 1168 1055"> </div> </p>

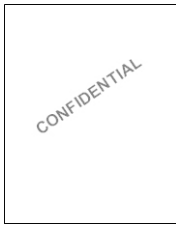
**Advanced Copy :**

Item	Description
<b>N-Up (Paper Saving)</b>	<p>Use this setting to print multiple pages of a document onto a single sheet of paper, and to set the sequence of the page images on each sheet of paper.</p> <p><b>Choices:</b> *1-in-1, 2-in-1, 4-in-1 (landscape), 4-in-1 (portrait)</p> <p><b>1-in-1</b> means one page will be printed on a single sheet of paper.</p> <p><b>2-in-1</b> means two pages will be printed on a single sheet of paper as illustrated.</p> <p><b>4-in-1 (landscape)</b> means four pages will be printed on a single sheet of paper in rows from left to right, top to bottom as illustrated.</p> <p><b>4-in-1 (portrait)</b> means four pages will be printed on a single sheet of paper in columns from top to bottom, left to right as illustrated.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="425 847 578 963">  <p data-bbox="468 933 535 963">2-in 1</p> </div> <div data-bbox="706 847 906 963">  <p data-bbox="706 933 906 963">4-in 1(landscape)</p> </div> <div data-bbox="1013 824 1203 963">  <p data-bbox="1013 933 1203 963">4-in-1(portrait)</p> </div> </div>

**Stamp** You can specify a word to appear as a stamp on the scanned documents.

(Note: In the **Stamp** field, there is a small “Soft Keyboard” icon shown at the upper-right corner. Touch anywhere on the **Stamp** field to bring up the soft keyboard to enter your stamp characters.)

Example:



\* Factory Default

## SENDING YOUR DOCUMENT TO E-MAIL

### BASIC OPERATION

#### Using the Default Setting

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the flatbed glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



The "To"/  
"CC"/"BCC"  
Field

 The E-mail main screen interface. At the top, there are tabs for "Basic", "E-mail Options", and "Scan Options", along with a "Bind" button and a "Recipient" counter showing "0". The main area contains a large text input field for the "To" field, with "Cc" and "Bcc" buttons to its left. To the right of the "To" field is an "Address Book" button (represented by a book icon) and two arrow buttons. Below the "To" field is a "Subject" input field. At the bottom, there are settings for "Resolution" (75dpi), "Paper Size" (A4), and "Image Density" (with a color calibration bar). A "Simplex" button is also visible.

The Address  
Book button

3. Enter the e-mail address.
  - Touch any place on the "To" field (the empty box in the center) to bring up the "soft keyboard" to input an email address. Press the Enter key, on the soft keyboard, to move to another line and input another email address. When finished adding email addresses, press **Return** to return to the **E-mail** main screen.
  - You can also touch the **Address Book** button to bring up the address book and select an option from the list. You can also select multiple addresses at one time.
4. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

## ADVANCED OPERATION

### Using Special Settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **E-mail** button on the control panel. The following **E-mail** main screen appears.



The "To"/  
"CC"/"BCC"  
Field

 The E-mail main screen interface. At the top, there are tabs for "Basic", "E-mail Options", and "Scan Options", along with a "Bind" button and a "Recipient" counter showing "0". Below the tabs is a large text input field for the "To" field, with "Cc" and "Bcc" buttons to its left. To the right of the "To" field is an "Address Book" button (represented by a book icon) and two arrow buttons. Below the "To" field is a "Subject" input field. To the right of the "Subject" field are "Original Doc." and "Simplex" buttons. At the bottom, there are three dropdown menus: "Resolution" (set to 75dpi), "Paper Size" (set to A4), and "Image Density" (with a color calibration bar and arrow buttons).

The Address  
Book button

3. Enter the e-mail address.
  - Touch any place on the "To" field (the empty box in the center) to bring up the "soft keyboard" to input an email address. Press the Enter key, on the soft keyboard, to move to another line and input another email address. When finished adding email addresses, press **Return** to return to the **E-mail** main screen.
  - You can also touch the **Address Book** button to bring up the address book and select an address from that list.
  - Press CC or BCC if you want to input an email address in either of those sections.
  - Enter the subject of your e-mail via the soft keyboard. If not, the "Default Subject" will be displayed in recipients' e-mail message.

4. On the **Basic** screen, check if the original size, scanning resolution, original doc.: Simplex, or image density meets your requirement. If not, change the settings to suit your needs.
5. Press the **E-mail Options** tab to open the **E-mail Options** screen. Enter the file name of the scanned document, the "From" address, and type your e-mail message if necessary in the Text field, using the soft keyboard in each field. (For more information about the settings, see the settings description below.)
6. Press the **Scan Options** tab to prompt the **Scan Options** screen. Change the file format and compression level of the scanned image if the default settings are not satisfactory.
7. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

## SETTINGS DESCRIPTIONS

Item	Description
<b>Basic</b>	
<b>Resolution</b>	<p>Choose your default resolution for the scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes.</p> <p><b>Choice:</b> 75, 100, 150, *200, 300, 400, 600 dpi</p> <p><b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.</p>
<b>Original Size</b>	<p>Choose your default document size.</p> <p><b>Choices:</b> *A4/Letter/A5/B5/Legal</p> <p><b>Note:</b> The legal option is only available when scanning from the ADF.</p>
<b>Image Density</b>	<p>The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. Increasing the value makes your scanned image darker and decreasing the value makes your scanned image lighter.</p> <p><b>Choice:</b> 1, 2, 3, *4, 5, 6, 7</p>

Item	Description
<b>Original Doc.</b>	<p data-bbox="425 296 991 322"><b>Choice: Simplex, Duplex(Long), Duplex(Short)</b></p> <ul style="list-style-type: none"> <li data-bbox="425 348 1129 409">■ <b>Simplex:</b> If your original is a single-sided document, choose Simplex to scan your documents only on one side.</li> <li data-bbox="425 430 1186 526">■ <b>Duplex(long):</b> If your original is a double-sided document which is bound along the long edge of paper, choose <b>Duplex(Long)</b> to scan your document on the front and the back side.</li> <li data-bbox="425 546 1186 673">■ <b>Duplex(Short):</b> If your original is a double-sided document which is bound along the short edge of paper, choose <b>Duplex(Short)</b> to scan your document on the front and the back side.</li> </ul>
<b>Bind</b>	<p data-bbox="425 699 1176 933">Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the <b>Bind</b> button when you want to scan more than 50 pages from the ADF or more than one page from the flatbed. After scanning the 1st batch or 1st page, a dialog box will pop up asking if you wish to <b>Bind</b> or <b>End</b>. Choose <b>Bind</b> to scan the next batch or page or choose <b>End</b> to stop scanning.</p>

\* Factory Default

### E-Mail Options

<b>File Name of Attachment</b>	<p data-bbox="425 1060 1186 1295">The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name. Using a #Y#M#D#h#m#s#n format causes the file name to change by scan time. (Y, M, D, h, m, s, and n represent Year, Month, Day, hour, minute, second and series number respectively.) For example, type file name: test#D#n will save the file name as test0500001</p>
<b>From</b>	<p data-bbox="425 1321 1182 1520">Enter the “From” address of your outgoing e-mail from the scanner. If an e-mail can not be sent, notification is returned to this address. If the administrator has not set the device’s e-mail account in the Mail Server settings, you can enter the e-mail address here. This is the “From” address in your e-mail when you receive an email from the scanner.</p>



Item	Description
<b>Reply To</b>	Enter a "Reply to" address if you want to specify a reply address that is different from the "From" address. Up to 60 characters can be entered in the field. To enter the address, you can touch anywhere on the "Reply To" field to bring up the soft keyboard to type the address.
<b>Text</b>	Type your e-mail message here. To enter the text, you can press anywhere on the "Text" field to bring up the soft keyboard to type the text.
<b>File Separation</b>	Limit the file size of the attachment of each outgoing message to avoid the size limitation of SMTP servers. Use the combo box to select from the list. <b>Choice: 1MB / 3MB / 5MB / 10MB / 30MB / *Unlimited</b>

\* Factory Default

#### Scan Options

<b>Color</b>	<ul style="list-style-type: none"> <li data-bbox="425 864 1110 939">■ <b>File Format:</b> Choose a file format for your scanned image. <b>Choices include: *PDF, TIFF, JPEG, MTIFF</b></li> <li data-bbox="454 960 1158 1025"><b>Note:</b> Choose MTIFF or PDF when you need to scan a multi-page document and convert it to a single image file.</li> <li data-bbox="425 1046 1129 1112">■ <b>Compression Level:</b> Choose the compression level for your scanned image. <b>Choices: *Low, Medium, High</b></li> </ul> <p data-bbox="425 1185 1148 1242">If TIFF or MTIFF is selected as the file format, the compression Level is defined as Raw only.</p>
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Item	Description
<b>Black&amp;White</b>	<ul style="list-style-type: none"> <li>■ <b>Multi-Level (Gray):</b> Choose “ON” if you wish to make grayscale copies or *OFF to make B&amp;W (single-bit) copies.</li> <li>■ <b>File Format:</b> Choose a file format for your scanned image.  <b>Grayscale choices include: *PDF, TIFF, JPEG, MTIFF</b>  <b>Black&amp;White choices include: *PDF, TIFF, MTIFF</b></li> <li>■ <b>Compression Level:</b>  <b>Choices: *Low, Medium, High</b></li> </ul> <p>(If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, PCX, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)</p>

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\* Factory Default

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**Note:**

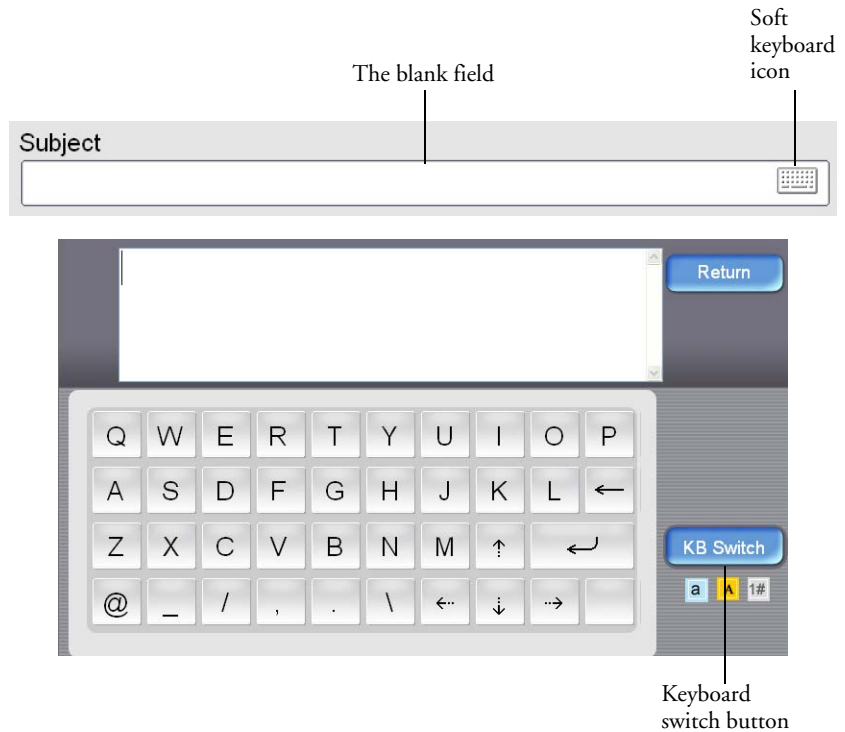
- If you make a mistake during the process, press the Stop button on the control panel to cancel the operation.
  - The machine allows you to send the scanned document(s) to multiple e-mail addresses. After inputting the first e-mail address, simply press the enter key, on the soft keyboard, to type another address in the next line.
  - Up to 64 characters can be entered in the File Name of Attachment, “To”, “From”, “Reply to”, “Subject”, and the “Text” fields.
  - If you wish to scan a multi-page document and convert it to a single image file, choose your output file format to be MTIFF or PDF.
  - If you want to scan multiple pages from the flatbed, or more than one set of 50 pages from the ADF, press the Bind button first. After the first flatbed or ADF scan finishes, you will be prompted to bind to the next scan. Place the next page on the flatbed, or document batch in the ADF, and press Bind to continue. After you are done scanning all pages in the document, choose End to close the dialog box.
-

## USING THE SOFT KEYBOARD

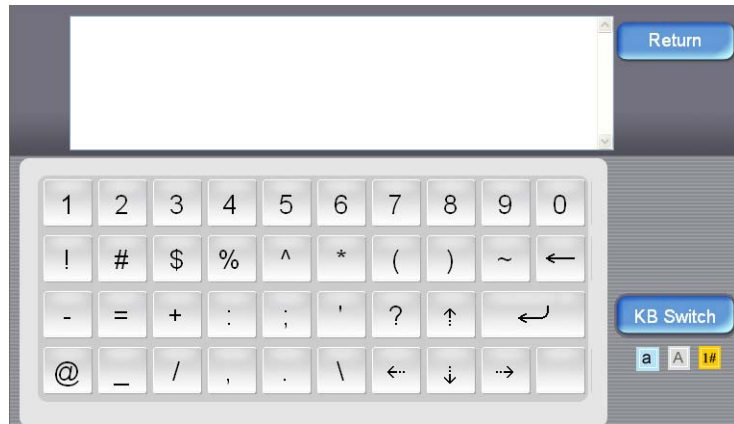
In the E-mail main screen, the soft keyboard is used to enter your e-mail address, or message in the text field.

### To use the soft keyboard:

1. Whenever there is a soft keyboard icon shown in a blank field, for example the following **Subject** field on the **E-mail** screen, touch anywhere on the blank field to bring up the soft keyboard.



- To enter lower-case letters, numbers, or other characters, press the **KB Switch** button to switch between keyboards as shown below.



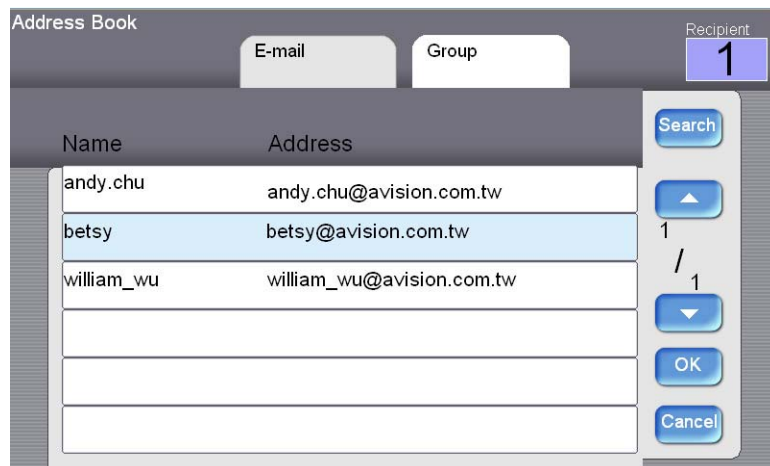
- To return to the **E-mail** main screen, press the **Return** button.

## USING THE ADDRESS BOOK

### To select e-mail addresses:

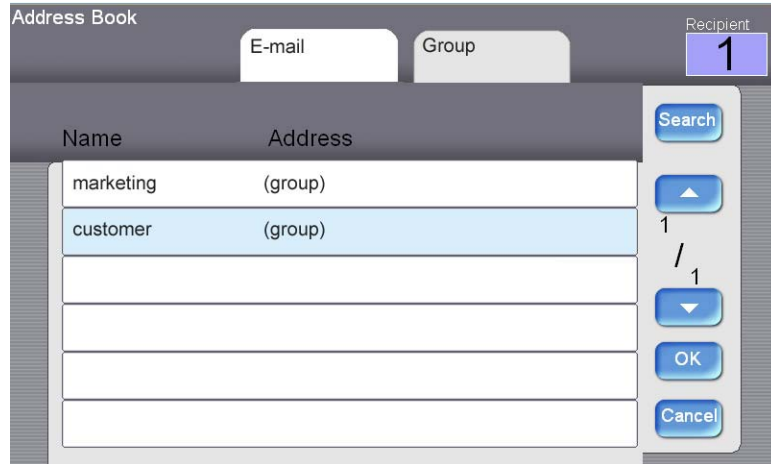


- Touch the Address Book icon on the E-mail main screen. The following Address Book screen displays.
- Touch an e-mail address to select it. The selected one will be highlighted. (You can touch another address for multiple selections.)
- Touch OK to return to the E-mail main screen.



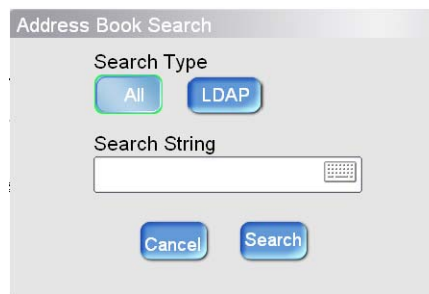
### To select a group address:

1. On the Address Book screen, touch the Group tab to display the following Group screen.
2. Touch a group to select it and then touch OK to return to the E-mail main screen. (You can touch another group to select multiple groups)



### To search an e-mail address or a group:

1. On the Address Book main screen, touch Search to display the following E-mail Search screen.
2. Choose your search type. (All means to search the addresses from current Address Book of the scanner. LDAP means to search the addresses from an external address book on an LDAP server.)
3. Enter your search string via the soft keyboard.
4. Touch the Search button to start searching.



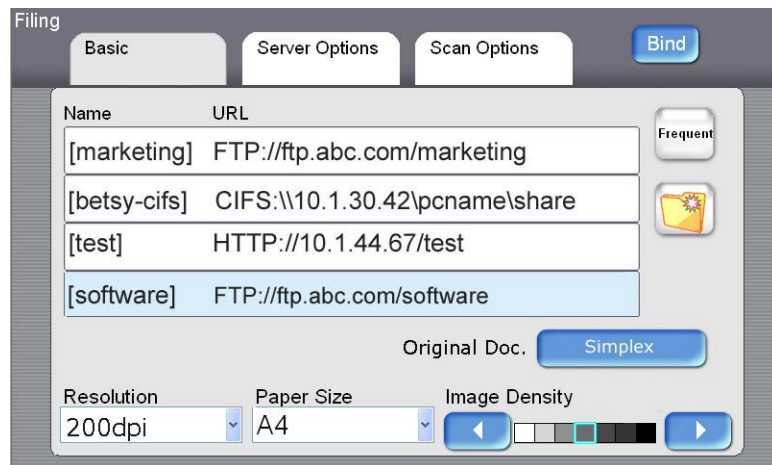
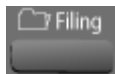
## SENDING YOUR DOCUMENT TO FILING SERVERS

Before sending your document to a destination server, you should set up a few folders first to speed up the process. A folder contains a list of parameters such as your filing protocol, directory, file name and other scanning parameters. On how to set up a new folder, please refer to the section “Creating A Folder Template” on page 49 in the previous chapter.

### BASIC OPERATION

#### Using the Default Settings

1. Place your document(s) with the text **FACE UP** in the ADF or **FACE DOWN** on the flatbed glass.
2. Press the **Filing** button on the control panel. The LCD-screen displays the following **Filing** main screen.

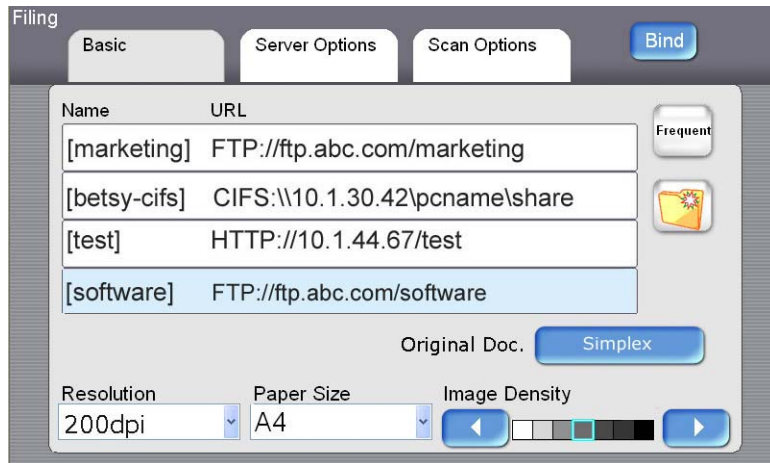
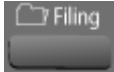


3. Choose a folder to save your scanned image.
  - Or you can use the **Up-arrow** or **Down-arrow** button to scroll through the list.
  - Or you can display the most frequently used folder list by touching the **Show All** button.
4. Press the **B&W** button to scan your document(s) in black and white, or the **Color** button to scan your document(s) in color.

## ADVANCED OPERATION

### Using Special Settings

1. Place your document(s) with the text **FACE UP** in the ADF or **FACE DOWN** on the flatbed glass.
2. Press the Filing button on the control panel. The LCD-screen displays the following Filing main screen.



3. Choose a folder to save your scanned image.
  - Or you can use the **Up-arrow** or **Down-arrow** button to scroll through the list.
  - Or you can display the most frequently used folder list by touching the **Show All** button.
4. On the **Basic** screen, check if the original size, scanning resolution, or image density meets your requirement. If not, change the settings to suit your needs.
5. Touch the **Server Options** tab to display the **Server Options** screen. If you are a registered user, and there is a different login name displayed on the **Server Options** screen, please enter your own login name and password, your desired file name for the scanned image, the e-mail address to send the filing report, and check if you want to create a subfolder on the screen.

6. Touch the **Scan** tab to display the **Scan Settings** screen. If you want, change the file format and the compression. (For information about the setting, please see the setting descriptions below.)
7. Press the **B&W** button to send your document(s) in black and white, or the **Color** button to send your document(s) in color.

## SETTINGS DESCRIPTION

Item	Description
<b>Basic</b>	
<b>Resolution</b>	<p>Choose a scanning resolution for your document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes.</p> <p><b>Choices:</b> 75, 100, 150, *200, 300, 400, 600 dpi</p> <p><b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray scanning have a maximum option of 300 dpi.</p>
<b>Original Size</b>	<p>Choose your original paper size.</p> <p><b>Choices:</b> A4, Letter, A5, B5, Legal</p> <p><b>Note:</b> The Legal option is only available when scanning from the ADF.</p>
<b>Image Density</b>	<p>If your original document is too light or too dark, you can use this option to adjust the density level.</p> <p><b>Choices:</b> 1, 2, 3, *4, 5, 6, 7</p>
<b>Original Doc.</b>	<p><b>Choices:</b> Simplex, Duplex(Long), Duplex(Short)</p> <ul style="list-style-type: none"> <li>■ <b>Simplex:</b> If your original is a single-sided document, choose Simplex to scan your documents only on one side.</li> <li>■ <b>Duplex(Long):</b> If your original is a double-sided document, and is bound along the long edge of paper, choose Duplex(Long) to scan your document on the front and the back side.</li> <li>■ <b>Duplex(Short):</b> If your original is a double-sided document, and is bound along the short edge of paper, choose Duplex(Short) to scan your document on the front and the back side.</li> </ul>



Item	Description
<b>Bind</b>	Multi-batch document scanning from the ADF or Multi-page scanning from the flatbed can be enabled. Press the <b>Bind</b> button when you want to scan more than 50 pages from the ADF or more than one page from the flatbed. After scanning the 1st batch or 1st page, a dialog box will pop up asking if you wish to <b>Bind</b> or <b>End</b> . Choose <b>Bind</b> to scan the next batch or page or choose <b>End</b> to stop scanning.
<b>Server Options</b>	
<b>Login Name</b>	If you are a registered user, and there is a different login name displayed on the <b>Server Options</b> screen, please enter your own login name here.
<b>Password</b>	Enter your own password of the destination server if you are a registered user yet with a different login name displayed on the screen.
<b>File Name</b>	The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name. Using a #Y#M#D#h#m#s#n format causes the file name to change by scan time. (Y, M, D, h, m, s, and n represent Year, Month, Day, hour, minute, second and series number respectively.) For example, type file name: test#D#n will save the file name as test0500001
<b>Report to E-mail</b>	Enter an e-mail address if you want to send a filing report to an e-mail message.
<b>Create a Subfolder</b>	Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write under the destination server.) <b>Choices: ON, *OFF</b>

Item	Description
<b>Scan Options</b>	
<b>Color</b>	<ul style="list-style-type: none"> <li>■ <b>File Format:</b> Choose a file format for your scanned image. <b>Choices include: *PDF, TIFF, JPEG, MTIFF</b></li> <li><b>Note:</b> Choose MTIFF or PDF when you need to scan a multi-page document and convert it to a single image file.</li> <li>■ <b>Compression Level:</b> Choose the compression level for your scanned image. <b>Choices: *Low, Medium, High</b></li> </ul> <p>If TIFF or MTIFF is selected as the file format, the compression Level is defined as Raw only.</p>
<b>Black&amp;White</b>	<ul style="list-style-type: none"> <li>■ <b>Multi-Level (Gray):</b> Choose “ON” if you wish to make grayscale copies or *OFF to make B&amp;W (single-bit) copies.</li> <li>■ <b>File Format:</b> Choose a file format for your scanned image. <b>Grayscale choices include: *PDF, TIFF, JPEG, MTIFF</b> <b>Black&amp;White choices include: *PDF, TIFF, MTIFF</b></li> <li>■ <b>Compression Level:</b> <b>Choices: *Low, Medium, High</b></li> </ul> <p>(If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only. If you choose OFF from Multi-Level (Gray), the file formats include PDF, PCX, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)</p>
* Factory Default	

## ADDING A NEW FOLDER

If the folder you want to save the scanned documents to is not in the current Folder list, add a new one by touching the **Add New Folder** button. This displays the following **New Folder** screen. The **New Folder**

screen displays the server and scanning parameters that are same as the options in the folder Folder Template except the Folder Name. Refer to the following table to enter the relevant value, and then press the **B&W** start or **Color** start button to start sending your document.

New Folder If setup is finished, press "Start" to go.

Server Server Options Scan Options Cancel

Folder Name

Target URL ftp://

Port #

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**Note:** After sending the scanned document to your target server, the new folder will be automatically added to the folder list in the Folder main screen.

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**Server Information :**

<b>Item</b>	<b>Description</b>
<b>Folder Name</b>	Enter name of your folder.
<b>Target URL</b>	<p>Please choose the type of protocol of your filing server in the first field.</p> <p><b>Choices include: *FTP, HTTP, CIFS, HTTPS</b></p> <p>Please enter the target URL in the second field. You can enter either the domain name or the IP address with the directory path. Note that the directory will vary due to different protocols. The route starts from the root directory in FTP, HTTP, HTTPS, and CIFS. For example, ftp://, http://, and file:\\, https://.</p> <p><b>Important note:</b> You must use this CIFS filing format, file:\\IP\\computer name\\folder name, to set CIFS URL.</p>
<b>Port #</b>	<p>Enter the port number for the server which you want to store your scanned document.</p> <p>Default value: FTP:21, HTTP:80, CIFS:139, HTTPS:443 If the default value is different from the real case, input the correct port number in this field. Touch anywhere on the “Port” field to bring up the soft keyboard to enter the text.</p>
* Factory Default	

## Server Options :

Item	Description
<b>Login Name</b>	Enter the login name of the destination server.
<b>Password</b>	Enter the password of the destination server
<b>File Name</b>	The file name of your scanned document without a file extension. If you have not entered a value in the box, the system will set a default file name. Using a #Y#M#D#h#m#s#n format causes the file name to change by scan time. (Y, M, D, h, m, s, and n represent Year, Month, Day, hour, minute, second and series number respectively.) For example, type file name: test#D#n will save the file name as test0500001
<b>Report to E-mail</b>	Enter an e-mail address if you want to send a filing report to an e-mail message.
<b>Create a Subfolder</b>	Choose <b>ON</b> to enable the server to create a subfolder when sending the scanned image to the destination server. (Check if you are authorized to write to the destination server.) <b>Choices: ON, *OFF</b>
* Factory Default	

## Scan Options :

Item	Description
<b>Original Size</b>	Choose your document size. <b>Choices: *A4, Letter, A5, B5, Legal</b> Note the legal size is available when scanning from the ADF.
<b>Resolution</b>	The resolution for your scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes. <b>Choices: 75, 100, 150, *200, 300, 400, 600 dpi</b> <b>Note:</b> If you are scanning duplex (two-sided) paper, the resolution for color or gray image is up to 300 dpi.

## Scan Options :

Item	Description
<b>Image Density</b>	<p>The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page.</p> <p><b>Choices: 1, 2, 3, *4, 5, 6, 7</b> (1 means the lightest density while 7 means the darkest density.)</p>
<b>Color File Format</b>	<ul style="list-style-type: none"> <li>■ <b>File Format:</b> Choose a file format for your scanned image. <b>Choices include: *PDF, TIFF, JPEG, MTIFF</b></li> <li><b>Note:</b> Choose MTIFF or PDF when you need to scan a multi-page document and convert it to a single image file.</li> <li>■ <b>Compression Level:</b> Choose the compression level for your scanned image. <b>Choices: *Low, Medium, High</b></li> </ul> <p>If TIFF or MTIFF is selected as the file format, the compression Level is defined as Raw only.</p>
<b>B&amp;W File Format</b>	<ul style="list-style-type: none"> <li>■ <b>Multi-Level (Gray):</b> Choose "ON" if you wish to make grayscale copies or *OFF to make B&amp;W (single-bit) copies.</li> <li>■ <b>File Format:</b> Choose a file format for your scanned image. <b>Grayscale choices include: *PDF, TIFF, JPEG, MTIFF</b> <b>Black&amp;White choices include: *PDF, TIFF, MTIFF</b></li> <li>■ <b>Compression Level:</b> <b>Choices: *Low, Medium, High</b></li> </ul> <p>(If you choose ON from Multi-Level (Gray), the file formats include PDF, JPEG, TIFF, and MTIFF. If TIFF or MTIFF is selected as your file format, the compression Level is limited to Raw only.</p> <p>If you choose OFF from Multi-Level (Gray), the file formats include PDF, PCX, TIFF, and MTIFF. The compression Level of MTIFF or TIFF includes G3, G4, and Raw.)</p>

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\* Factory Default

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# FAXING YOUR SCANNED DOCUMENT

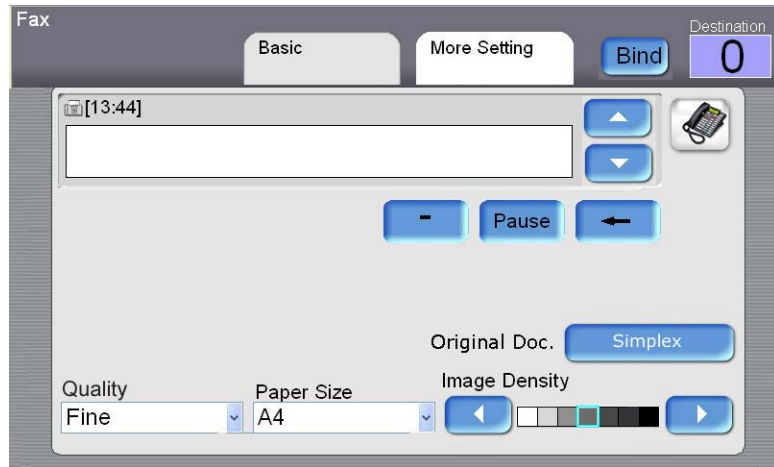
## Important!

Before faxing your document through the scanner, make sure that you have installed a telephone line on the scanner. Refer to Chapter 2 on how to connect a telephone line.

## BASIC OPERATION

### Using the default settings

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Press the **Fax** button on the control panel to display the **Fax** main screen.



3. Enter the fax number with the numeric keypad on the control panel.
  - Or you can touch the **Phone Book** button to bring up the telephone book and then select a number from the list.
  - You can also select multiple fax numbers at one time. To enter the next fax number, press the **Down-arrow** key, at the right of the **Phone Number** field, after finishing entering the first fax number.
4. Press the **B&W** button to send your document(s) in black and white.

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**Note:**

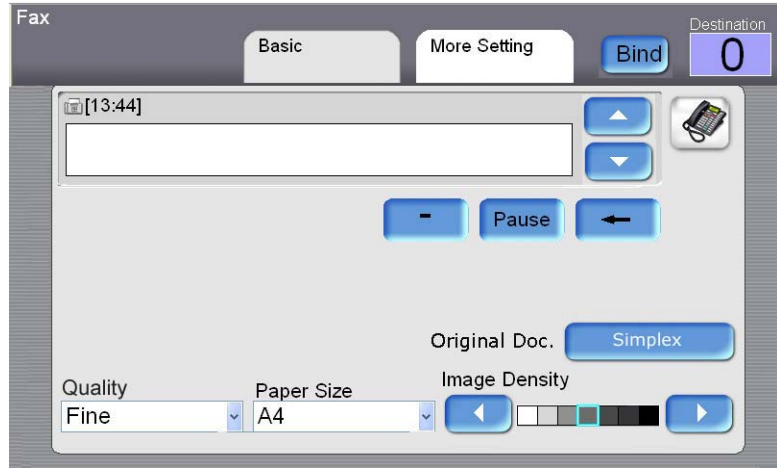
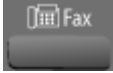
- If you make a mistake during the process, press the **Stop** button on the control panel to cancel the operation.
  - Up to 20 characters can be entered in the **Fax Number** field and some characters such as “-” and “P” (a 2-second pause) are supported.
  - When entering a phone number from the numeric keypad, include any PSTN access number (number to access the public telephone line, usually a 9 or 0), area codes, and the telephone number.
  - The machine allows broadcast faxing. This means it allows you to send the scanned document(s) to multiple fax numbers. After entering your first fax number, press the **Down Arrow** button on the LCD-screen to enter your next fax number in the next line. Up to 200 fax numbers can be entered and broadcasted at one time.
  - If you want to scan multiple pages from the flatbed, or more than one set of 50 pages from the ADF, press the Bind button first. After the first flatbed or ADF scan finishes, you will be prompted to bind to the next scan. Place the next page on the flatbed, or document batch in the ADF, and press Bind to continue. After you are done scanning all pages in the document, choose End to close the dialog box.
-



## ADVANCED OPERATION

### Using Special Settings

1. Place your document(s) with the text **FACE UP** in the ADF or **FACE DOWN** on the flatbed glass.
2. Press the **Fax** button on the control panel to display the Fax main screen.



3. Enter the fax number with the numeric keypad on the control panel.
  - Or you can touch the **Phone Book** button to bring up the preset telephone book and then select a number from the list.
  - You can also select multiple fax numbers at one time. To enter the next fax number, press the **Down-arrow** key, at the right of the **Phone Number** field, after entering the first fax number.



Note the **Destination** button on the upper right corner will display the number of recipients you have chosen.

4. Check if the quality, paper size, original doc.: Simplex, and image density meets your requirement. If not, change the setting to suit your needs. (For more information about the settings, refer to the setting descriptions below.)

5. Click the **More Setting** tab to display the **More Setting** screen. Check if you want to use Delay Send, Polling Reception or the Overseas Mode. (For more information about the settings, please see the setting descriptions below.)
6. Press the **B&W** or the **Color** button to send your document(s) in black and white.

## SETTING DESCRIPTIONS

Basic :

Item	Description
<b>Original Doc.</b>	<p><b>Choices: Simplex, Duplex(Long), Duplex(Short)</b></p> <ul style="list-style-type: none"> <li>■ <b>Simplex:</b> If your original is a single-sided document, choose Simplex to scan your documents only on one side.</li> <li>■ <b>Duplex(Long):</b> If your original is a double-sided document, and is bound along the long edge of paper, choose Duplex(Long) to scan your document on the front and the back side.</li> <li>■ <b>Duplex(Short):</b> If your original is a double-sided document, and is bound along the short edge of paper, choose Duplex(Short) to scan your document on the front and the back side.</li> </ul>
<b>Quality</b>	<p>Choose your favorable quality type.</p> <p><b>Choice: Standard, *Fine, Extra Fine, Photo</b></p> <ul style="list-style-type: none"> <li>■ <b>Standard (200 x 100 dpi):</b> Suitable for most typed originals.</li> <li>■ <b>Fine (200 x 200 dpi):</b> Good for small print.</li> <li>■ <b>Extra Fine (200 x 400 dpi):</b> Good for small print or artwork and transmits slower than Fine resolution.</li> <li>■ <b>Photo (200 x 200 dpi):</b> Use when the original has varying shades of gray.</li> </ul>
<b>Original Size</b>	<p>Choose your original paper size.</p> <p><b>Choices: A4, Letter, Legal</b></p> <p><b>Note:</b> The Legal option is only available when scanning from the ADF.</p>

## Basic :

Item	Description
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. <b>Choices: 1, 2, 3, *4, 5, 6, 7</b> (1 means the lightest density while 7 means the darkest density.)
* Factory Default	

## More Settings :

Item	Description
<b>Send Later (Date/Time)</b>	Enter the specific date and time you wish to send the fax via the soft keyboard. This frees you from the need to manually start the transmission.
<b>Polling Reception</b>	Choose ON to use the scanner to poll other machines. Polling is the process of retrieving faxes from another fax machine. <b>Choices: ON, *OFF</b>
<b>Overseas Mode</b>	Choose ON to avoid transmission problems when faxing overseas. <b>Choices: ON, *OFF</b>
* Factory Default	

**CANCELING A FAX JOB****To cancel a fax during scanning,**

When the original documents are still scanning, press the **Stop** button to cancel sending the fax.

**To cancel a fax during waiting:**

If you want to cancel a previously set delayed fax, touch the **Cancel Fax Job** tab to display the following **Cancel Fax Job** screen. Touch the fax job you want to cancel and then touch the **Delete** button to cancel the fax job.

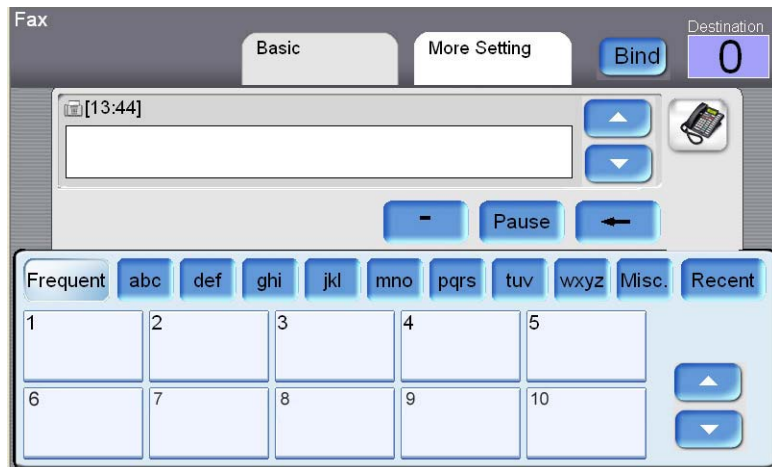


**USING THE PHONE BOOK**

**To select a fax phone number or a fax group:**



1. In the **Fax** main screen, press the **Phone Book** icon to display the **Phone Book** screen.



2. To choose a phone number or a group:
  - Touch a name or a group shown in the screen. Touch another phone number or group to send the fax to multiple people or groups.
  - If the receiving name of the phone number group does not appear on the screen, you can find the name by touching the **Characters** button for a quick search.
  - Or you can touch the **Frequent** or the **Recent** button to show the 10 most frequently used or 10 recently used names of phone numbers or groups.

# Troubleshooting

## INFORMATION MESSAGES

### INFORMATION MESSAGES DURING SCANNING AND COPYING

Message	Action
<b>ADF paper empty</b>	Press the OK button. Reload your documents into the auto document feeder and try again.
<b>ADF cover open</b>	Close the ADF door and press the OK button.
<b>Flatbed cover open</b>	Close the scanner lid. Remove any paper from the ADF and press the OK button.
<b>Flatbed Light Check</b>	Power cycle the scanner. If the code still appears, contact your nearest dealer.
<b>Calibration Error</b>	Power cycle the scanner. If the code still appears, contact your nearest dealer.
<b>Error_Flatbed Home Position</b>	Power cycle the scanner. If the code still appears, contact your nearest dealer.
<b>Error_Pick Up Roller</b>	<ul style="list-style-type: none"> <li>■ If this occurs while previewing, split your multi-page document into smaller batches and try again.</li> <li>■ If this occurs while scanning, the pick up roller may not work properly. Contact your nearest dealer for a replacement.</li> </ul>
<b>Home sensor error</b>	Power cycle the scanner. If the code still appears, contact your nearest dealer.
<b>Lamp error</b>	Power cycle the scanner. If the code still appears, contact your nearest dealer.

## INFORMATION MESSAGES DURING SCANNING AND COPYING

Message	Action
<b>ADF paper jam</b>	<p>ADF paper jam.            Open the ADF cover and remove the paper from the ADF.            If the code still appears, power cycle the scanner.            If the code still appears, contact your nearest dealer.</p>
<b>Lock error</b>	<p>Scanning unit is locked.</p> <ol style="list-style-type: none"> <li>1. Turn off your scanner.</li> <li>2. Find the lock switch underneath the scanner lid, to one side of the flatbed glass, and unlock the machine.</li> <li>3. Turn the scanner back on.</li> <li>4. If the code still appears, contact your nearest dealer.</li> </ol>
<b>Check printer cable or status</b>	<ol style="list-style-type: none"> <li>1. Check if the printer cable has been correctly connected.</li> <li>2. Check if the printer is turn on.</li> <li>3. Restart the scanner and your printer.</li> <li>4. If the message still appears, contact your nearest dealer.</li> </ol>
<b>Detect printer error</b>	<ol style="list-style-type: none"> <li>1. Turn off the scanner.</li> <li>2. Turn off the printer.</li> <li>3. Turn on the printer.</li> <li>4. Turn on the scanner.</li> </ol>
<b>Paper size not supported</b>	<p>Please set the supported paper size to the tray of the printer. HLT and * are not supported.</p>

## INFORMATION MESSAGES DURING NETWORKING

Message	Action
<b>The connection has failed. Please check network settings.</b>	Ping the IP address of the scanner from another PC in a DOS prompt. For example, type “Ping 10.1.20.144” in a DOS prompt. If the scanner has no response, then perform the following steps.
<b>The address is invalid. Please check network settings.</b>	
<b>Network is down. Please check network settings.</b>	1. Check if the RJ-45 connector is firmly plugged-in.
<b>Network is unreachable. Please check network settings.</b>	2. Check the Ethernet cable.
<b>Connection aborted by the server. Please check network settings.</b>	3. Check the scanner’s IP address.
<b>Connection reset by the server. Please check network setting.</b>	4. Check the destination IP address.
<b>Connection timed out. Please check network setting.</b>	5. Check Subnet Mask.
<b>Unable to reach the destination host. Please check network settings.</b>	6. Check Gateway IP.
<b>Failed to connect mail server. Please check network environment.</b>	Check network environment.
<b>Connection error. Please check network environment.</b>	
<b>Failed to create socket for DHCP Failed to search DHCP server.</b>	Check IP address of DHCP server or contact your network administrator for further help.
<b>Failed to get IP from DHCP server.</b>	
<b>Failed to renew IP from DHCP server.</b>	



## INFORMATION MESSAGES DURING E-MAILING

Message	Action
<b>Sequence error</b>	Reboot the machine, and try again later. If the error is still there, contact your nearest dealer.
<b>Device internal failure</b>	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
<b>Failed to connect mail server</b>	Contact your network administrator for further help.
<b>Failed to get response from mail server.</b>	Contact your network administrator or nearest dealer for further help.
<b>SMTP server is empty. Please specify SMTP server in the Menu options.</b>	Please specify the IP address of the SMTP server by pressing the Menu button on the panel.
<b>SMTP server address is wrong. Please check SMTP server.</b>	Check the IP address of the SMTP server.
<b>Unpredicted error</b>	Power cycle the scanner. Contact your network administrator or nearest dealer for further help.
<b>Insufficient System Storage</b>	Contact your network administrator for further help.
<b>Mail server doesn't support SMTP service extension</b>	Contact your network administrator for further help.
<b>Mail server doesn't support SMTP login authentication.</b>	Contact your network administrator to turn on the SMTP login option.
<b>SMTP login error</b>	Check your login user name and password.
<b>Mailbox Unavailable</b>	Make sure the "To" address is correct.
<b>Processing Error</b>	Contact your network administrator for further help.
<b>Temporary authentication failure</b>	Contact your network administrator for further help on the mail server's authentication mechanism. Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.

## INFORMATION MESSAGES DURING E-MAILING

<b>Message</b>	<b>Action</b>
<b>Command error</b>	Reboot the machine, and try again. If the error is still there, contact your nearest dealer.
<b>Parameters or argument error</b>	<ol style="list-style-type: none"> <li>1. Check if the Device Name is valid. The Device Name can be found in Menu&gt;General.</li> <li>2. Check "From" address.</li> <li>3. Check "To" address.</li> <li>4. Contact your network administrator for further help.</li> </ol>
<b>Command parameters not implemented</b>	<p>Check if the Device Name is valid. The Device Name can be found in Menu&gt;General.</p> <p>Or you may contact your network administrator for further help.</p>
<b>Authentication requires</b>	<p>Contact your network administrator on mail server's authentication mechanism.</p> <p>Choose SMTP authentication for E-mail security or turn off the mail server's authentication and try again.</p>
<b>Mailbox unavailable</b>	Check "To" address.
<b>User not local</b>	Check "To" address.
<b>Service unavailable</b>	Contact your network administrator for further help.
<b>Mail server does not support SMTP service extension</b>	Contact your network administrator for further help.
<b>Exceeded storage allocation</b>	<ol style="list-style-type: none"> <li>1. Check "To" address.</li> <li>2. Check mailbox storage allocation.</li> <li>3. Contact your network administrator for further help.</li> </ol>
<b>Mailbox name is not allowed</b>	Check "To" address.
<b>Mail action has not been taken</b>	Check "To" address.
<b>Connection error</b>	<ol style="list-style-type: none"> <li>1. Check network environment.</li> <li>2. Check if email attachment size is larger than the mailbox quota.</li> </ol>

## INFORMATION MESSAGES DURING E-MAILING

Message	Action
The transaction has failed	Contact your network administrator for further help.

## INFORMATION MESSAGES DURING FILING

Message	Action
Can not create a subfolder	Make sure you have privileges to create folders on the server.
Device internal failure	Reboot the machine, and try later. If the error is still there, contact your nearest dealer.
Failed to connect FTP server	Make sure the FTP server is not shut downing and the port number is correct. If the error is still there, contact your FTP server administrator.
Unpredicted error	Contact your network administrator for further help.
FTP login name error	Check your login name and try again
FTP password incorrect	Check your password and try again
FTP can't enter this directory	Make sure your have privilege to enter this directory.
FTP can't check file existed or not	Make sure your have privilege to browse this directory.
FTP can't change data transfer type	Contact your server administrator for further help.
FTP store file error	Make sure your have privilege to store file in the server.
Insufficient storage space in system	Verify the FTP server has enough free storage space to save the file and contact your server administrator.
File name not allowed	Change the file name to meet the naming convention of the FTP server's OS.
FTP permission denied	Make sure your account has sufficient privileges to write files to the server.

## INFORMATION MESSAGES DURING FILING

<b>Message</b>	<b>Action</b>
<b>CIFS (User level) can not make subdirectory</b>	The account does not have access to create subdirectories.
<b>CIFS Network share name incorrect</b>	Check the folder directory and make sure it follows the UNC, such as \\Computer\Share\directory.
<b>Failed to connect CIFS</b>	Check if the server supports CIFS(SMB) connection.
<b>CIFS Computer name error</b>	Make sure the computer name in the directory is correct.
<b>CIFS dialect negotiation failed</b>	The CIFS may not support PC NETWORK PROGRAM 1.0 dialect.
<b>CIFS (User level) login fail</b>	Check the login name and password and try again.
<b>CIFS fail to create file</b>	Make sure you have full control privileges on the network.
<b>CIFS send data error</b>	Contact your network administrator for help.
<b>CIFS failed to send file attribute</b>	Make sure you have full control privileges on the network.
<b>HTTP unauthorized</b>	This HTTP server needs authorization. Make sure your account has the correct authorization credentials.
<b>Failed to connect HTTP</b>	Check Server IP and HTTP port. Make sure they are correct. Or, check whether the server supports HTTP connection.
<b>HTTP Resource not found</b>	The server can't save the files, contact your server administrator for help.
<b>HTTP Forbidden</b>	This action is forbidden on the current server. This is not unauthorized but forbidden.
<b>Unpredicted error</b>	Power cycle the scanner and try again. Contact your server administrator or nearest dealer for further help.
<b>HTTP MKCOL method not allowed</b>	Contact your server administrator to change permissions on this privilege.
<b>HTTP MKCOL method not implemented</b>	The target HTTP server does not support MKCOL to create the directory. Create the directory on the server in advance.
<b>HTTP PUT method not allowed</b>	Contact the server administrator to change permissions for this privilege.

## INFORMATION MESSAGES DURING FILING

Message	Action
<b>HTTP internal server error</b>	Contact your server administrator for further help.
<b>HTTP PUT method not implemented</b>	The server does not use the HTTP PUT method. The scanner can't save the file to this server, contact your system administrator for help.
<b>HTTP server unavailable</b>	Contact your server administrator for help.
<b>HTTP server does not support HTTP version 1.1</b>	The server does not support HTTP version 1.1 (the type the scanner uses), contact your server administrator for help.
<b>POP3 server address is wrong</b>	Check the IP address of the POP3 server.
<b>Failed to connect POP3 server</b>	Contact your network administrator for help.
<b>Failed to login POP3 server</b>	Check the login name and password.
<b>LDAP server login error</b>	Check the login name and password.
<b>LDAP server IP error</b>	Check the IP address of the LDAP server. Or contact your network administrator for help.
<b>LDAP port error</b>	Check if the port number is correct.
<b>LDAP user password error</b>	Check if the password is correct.

## INFORMATION CODES DURING FAXING

Code	Description/Cause
<p>* Please note that when a problem occurs during faxing, only the "<b>Communication Error</b>" will be shown in the LCD-display. The information codes which indicate possible causes will only be shown in the <b>Fax Activity Report</b>. To print the Fax Activity Report, simply select "<b>Yes</b>" or "<b>Error only</b>", in the "<b>Transmission Report</b>" option, when you press the "<b>Menu</b>" button and choose <b>Fax Settings</b> and then <b>Options</b> in succession.</p>	
<b>0</b>	Fax is done & OK.
<b>0200</b>	Error occurs, but cause is unknown since your fax machine has not received a fax message from the remote fax machine. Check the remote fax machine and then try again.

## INFORMATION CODES DURING FAXING

Code	Description/Cause
0201	No Dial Tone Occurs when "Detect Dial Tone" is enabled and there is no dial tone detected.
0202	<ol style="list-style-type: none"> <li>1. Your fax machine receives an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0203	No fax response. The remote modem or fax modem has not sent a fax message within the specified time. Check the remote fax machine and then try again.
0204	Destination line is busy. Wait a few seconds, then try again.
0205	User has cancelled the job during scanning or transmission.
0207	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0209	The remote fax machine may be disconnected. Check the remote fax machine and then try again.
0212	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0213	Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.
0215	Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.
0225	The line quality is poor. Please try again or use another line.

## INFORMATION CODES DURING FAXING

Code	Description/Cause
0226	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0229	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0230	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call service.</li> </ol>
0234	<p>Memory Full</p> <ol style="list-style-type: none"> <li>1. Check if the printer is connected. If the printer is not connected, the scanned image will be stored in the scanner's memory.</li> <li>2. Your printer may have an error. Check and resolve the problems.</li> <li>3. Check if there are "Send Later" jobs. These jobs are waiting in the scanner's memory to be transmitted later. Send these transmissions immediately to free memory in the scanner.</li> <li>4. The amount of system memory is not enough to process the scanning job. Press "Start" to send the pages successfully scanned or "Stop" to abort the job. Try rescanning using a lower resolution or try sending fewer pages at once.</li> </ol>
0237	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>
0238	<ol style="list-style-type: none"> <li>1. Your fax machine received an invalid fax message from the remote fax machine. Please try again or use another line.</li> <li>2. The line quality is poor. Please try again or use another line.</li> <li>3. If the error still occurs, please call your service support.</li> </ol>

# Maintenance

## CLEARING A PAPER JAM

If scanning stops due to a paper jam in the Automatic Document Feeder, follow the instructions below for removing the jammed page.

1. Lift up on the ADF cover release, and carefully open the ADF door.
2. Remove the jammed page and then gently close the ADF cover.





If the jammed page is too far in the scanner to be retrieved from the ADF, gently pull the page out from under the paper tray:



## CLEANING THE SCANNER

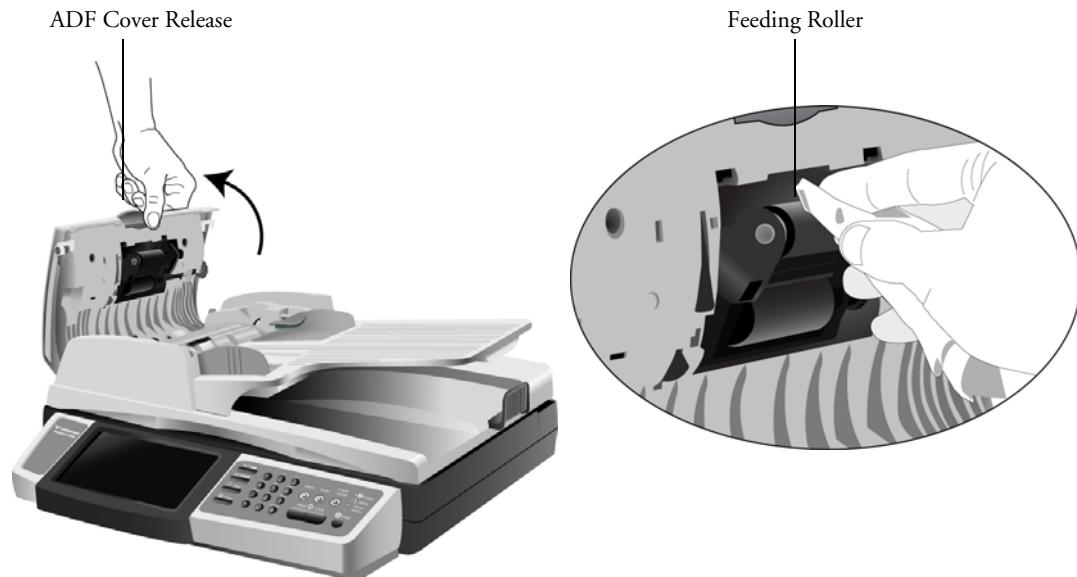
Regular maintenance of your scanner can help to ensure continual optimal performance.

### CLEANING THE AUTOMATIC DOCUMENT FEEDER

Clean the ADF if documents do not feed easily into the ADF, or if several feed in at the same time.

#### To clean the ADF:

1. Dampen a soft, lint-free, cloth with some Isopropyl rubbing alcohol (95% solution).
2. Lift up on the ADF cover release, and carefully open the ADF door.
3. Wipe the feeding rollers from side to side. Rotate the rollers as you are cleaning them to clean the entire surface. Be careful not to snag or damage the pick-up springs.
4. Wipe down all plastic areas of the scanner housing.



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**Note:** Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you are cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

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5. Wipe the black part of the ADF snap-in pad. Be careful not to snag the cloth on the housing that keeps the pad in the scanner.



6. Close the ADF unit. Your machine is now ready to use.

## **CLEANING THE SCANNER GLASS**

Scanning items that have excessive amounts of dirt or dust may dirty the glass.

### **To clean the scanner glass:**

1. Lift up the scanner lid to show the flatbed glass.
2. Dampen a soft, clean, lint-free cloth with some Isopropyl rubbing alcohol (95% solution).
3. Gently wipe the glass clean. Do not vigorously rub the cloth against the glass so as to prevent scratching.

4. Clean the strip of glass that is to one side of the flatbed glass.

---

**Note:** If lines appear on the images scanned with the ADF, but not on the Flatbed glass, the thin plate of glass used by the ADF may be dirty. When pages are pulled through the ADF during scanning, this thin glass plate is where the images are captured by the scanner.

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5. Close the document cover when you are done cleaning the scanner.



## CLEANING THE LCD-DISPLAY

To clean the display surface, use a soft lint-free cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid or alkali solution.



## REPLACING THE ADF PAD ASSEMBLY

The ADF Pad may wear out and is designed to be a user-replaceable part. Problems with documents feeding through the ADF is an indication that the pad is wearing out. You should first clean the ADF following the instructions in the previous section “Cleaning the Automatic Document Feeder” on page 123.

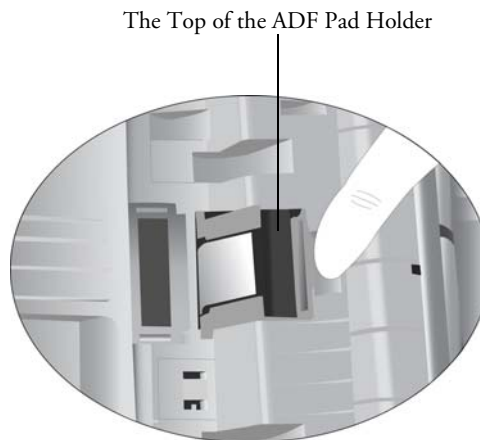
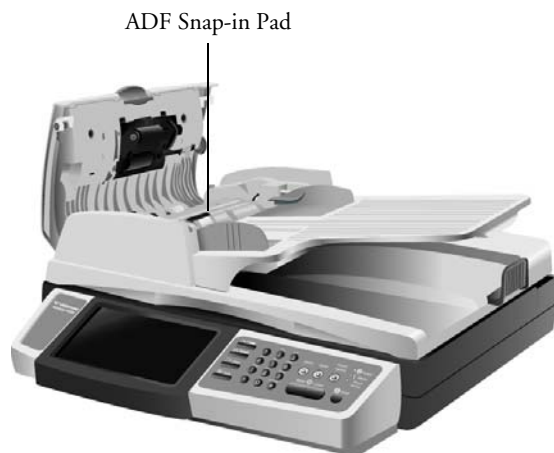
### To remove the ADF pad assembly:

1. Lift up on the ADF cover release, and carefully open the ADF door.
2. Press the top of the ADF snap-in pad housing as illustrated to raise the holder.

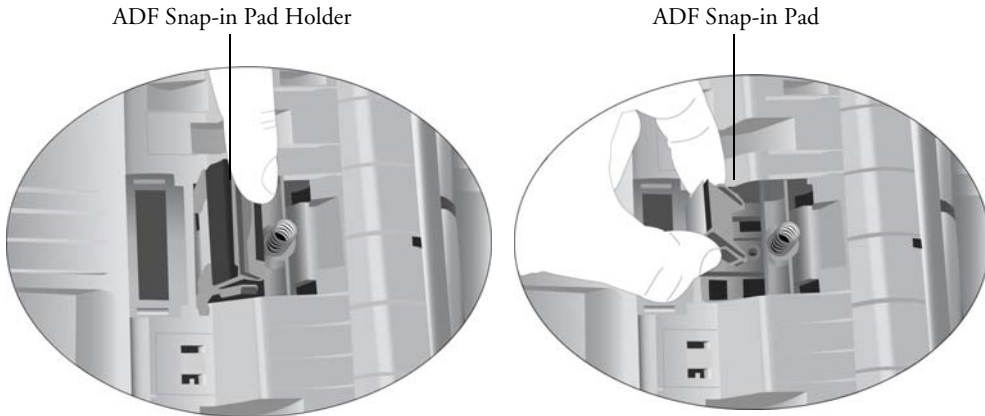
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**Note:** Do NOT remove and discard the metal spring that is located under the ADF pad housing. Please be careful not to snag anything on the spring nor bend it.

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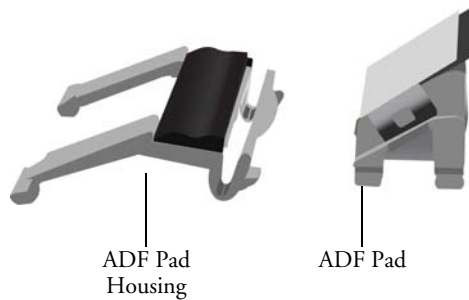


3. Pinch both sides of the housing inward, to release it from the scanner, then remove it from the slot.
4. Pinch both sides of the ADF pad inward, to release it from the scanner, then remove it from the slot.



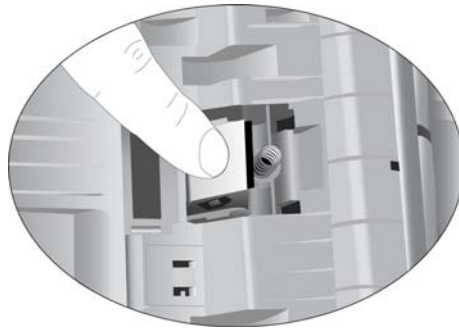
**To replace the ADF pad assembly:**

1. Take the ADF pad module out of the box.



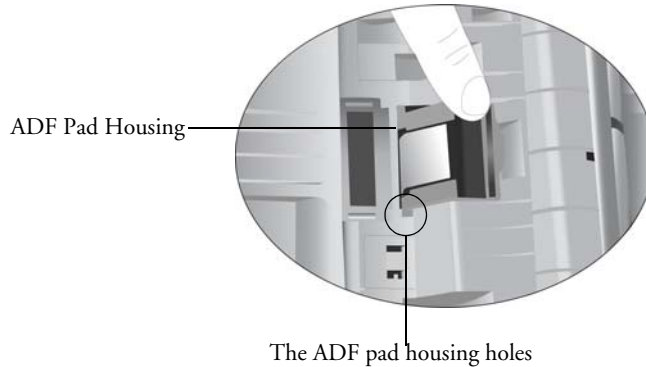
2. Pinch both arms of the ADF pad inward and align the arms of the ADF pad with the slots on the scanner.

3. Place it into the slots in the scanner, then press down until it snaps into place.



Be careful not to bend or warp the metal spring.

4. Pinch both sides of the ADF pad housing and insert the pins to the holes in the scanner.
5. Press down the top of the housing until it snaps into place.



6. Close the ADF cover when you are finished replacing the ADF pad.

## REPLACING THE ROLLER ASSEMBLY

The ADF Roller may wear out and is designed to be a user-replaceable part. Problems with documents feeding through the ADF is an indication that the roller may be wearing out. You should first clean the ADF following the instructions in the previous section “Cleaning the Automatic Document Feeder” on page 123. Excessive dust on the roller can make it appear worn and smooth to touch. You cannot determine if it is time to replace a roller if the roller hasn’t been cleaned first. The roller should last for approximately 200,000 pages scanned.

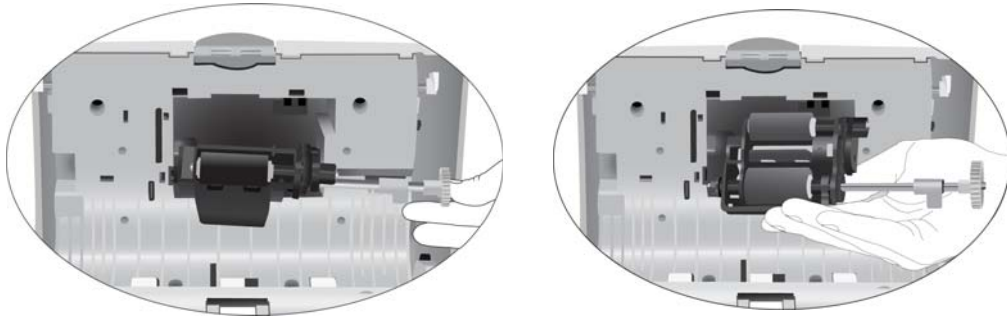
### To remove the roller assembly:

1. Lift up on the ADF cover release, and carefully open the ADF door.
2. Lift up the green lock flange to unlock the roller from the ADF door.





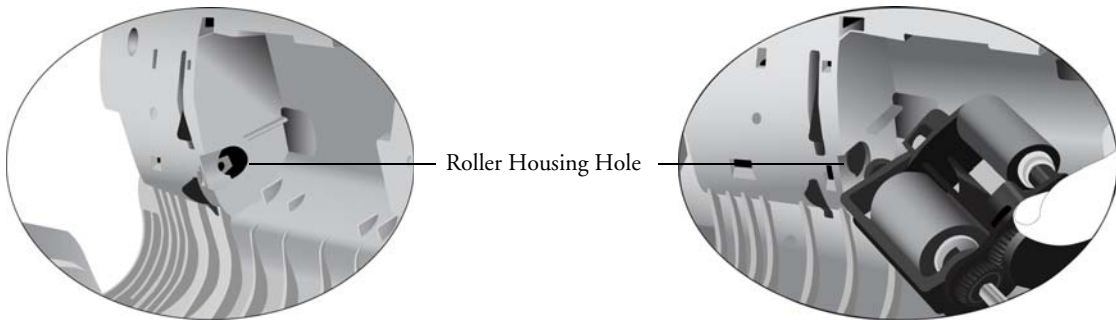
3. Carefully angle the roller out and away from the ADF door.



**To replace the roller assembly:**

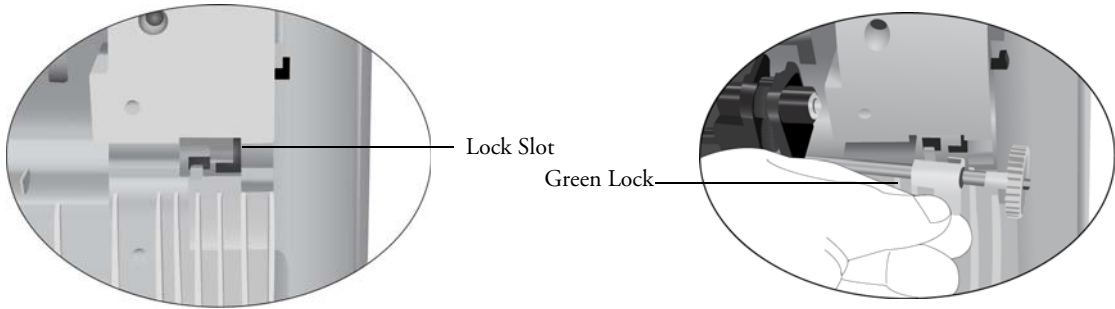
To install the ADF roller, please follow these steps.

1. Insert the left end of the roller assembly into the hole in the ADF door.



2. Angle the roller into the scanner.
3. Align the tab on the green lock flange with the slot in the ADF door.

4. Press down on the lock flange to lock the roller into the scanner.



5. Close the ADF front cover.

# Appendix

## DEFINING THE SHORTCUT BUTTONS

The scanner's Shortcut provides you an effective way to make copies, or distribute your documents, in three simple touches on the LCD-display or the control panel. The three-step operation saves you a considerable amount of time in typing or choosing your favorite settings.

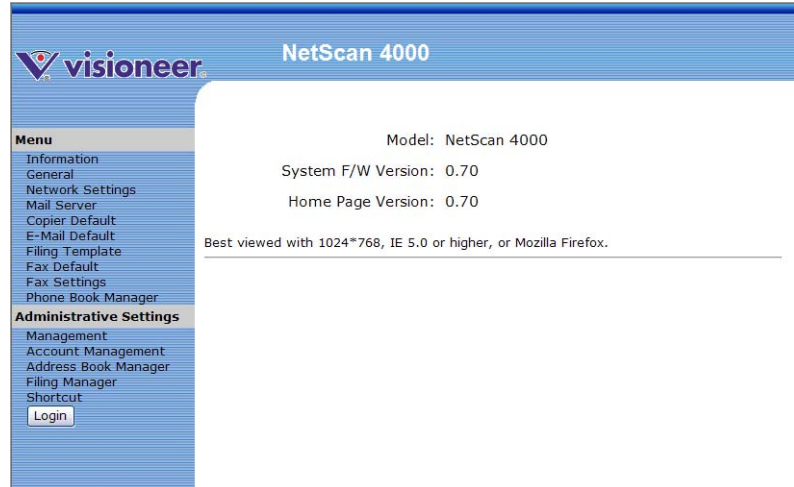
Before using the shortcut buttons, you need to first define the shortcut buttons via the scanner's web page. You will need the scanner's IP address to access its embedded web page.

### **To determine the scanner's IP address:**

1. Press the **Menu** button on the scanner.
2. Touch the **Network Settings** button on the LCD screen.
3. Write down the number in the **IP Address** field.

**To define a shortcut:**

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, `http://10.1.30.83` The scanner's embedded web page opens.



3. Click **Shortcut** and you will be prompted to enter the administrator password.

4. There is no default password set when the scanner is shipped from the manufacturer. If a password has not been defined by a system administrator, simply click on **Login** to access the shortcut button configuration screen.

- For the first shortcut button you want to set, click the drop down arrow under the **Mode:** column and select an option from the list.

In the example below, E-Mail has been chosen for shortcut button #1.

	Mode:	Name:	Memo:
# 1	Email	Email	This is a demo
# 2	Fax	Fax	Fax Demo
# 3	Undefined		
# 4	Undefined		
# 5	Undefined		
# 6	Undefined		

- Click the “#1” button to display the following Shortcut #1 Settings screen. (Note the default settings for the designated working mode will be displayed)

Any information you specify, in the bottom portion of the screen, will be the settings used anytime this shortcut button is used. The Name and Memo fields is the data displayed in the shortcuts menu. You can use the Memo field to describe what functions this shortcut performs.

Shortcut #1 (E-Mail) [Update] [Cancel]

Name:

Memo:

Basic | **E-mail Options** | Scan Options | Bind | Recipient 0

TO | CC | BCC

Subject:  Original Doc.: Simplex

Resolution: 200dpi | Paper Size: A4 | Image Density: << [ ] >>

- Type a shortcut name in the **Name** field.
- Type a description in the **Memo** field.
- Select the **TO**, **CC**, and/or **BCC** tab to input e-mail address(es) for the shortcut button. You can click the Address Book button to access and select any e-mail addresses stored in the scanner’s address book.

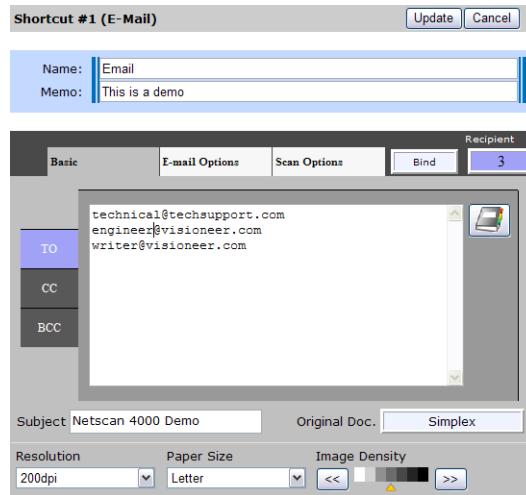
10. Type a subject title, in the **Subject** field, and select the other most commonly used settings for the type of documents you scan and send via email.

The following list of fields have settings that should be adjusted to meet the document requirements: **Original Doc.**, **Resolution**, **Paper Size**, **Image Density**, and **Bind**.

<b>Item</b>	<b>Description</b>
<b>Original Doc</b>	Press to choose between <b>Simplex</b> or <b>Duplex</b> . Select Simplex for single-sided scans, select Duplex for double-sided scans.
<b>Resolution</b>	The resolution for your scanned document. The higher the resolution, the greater the detail for the scanned image. High resolution settings take longer to scan and produce larger file sizes.  <b>Choices: 75, 100, 150, *200, 300, 400, 600 dpi</b>
<b>Paper Size</b>	Choose your document size. <b>Choices: *A4, Letter, A5, B5, Legal</b> Note the legal size is available when scanning from the ADF.
<b>Image Density</b>	The image density can be adjusted within a range of 7 levels using the control panel or from the scanner's Web Page. <b>Choices: 1, 2, 3, *4, 5, 6, 7</b> (1 means the lightest density while 7 means the darkest density.)
<b>Bind</b>	Press the <b>Bind</b> button when you want to scan more than 50 pages from the ADF, or more than one page from the flatbed. After scanning the 1st batch or 1st page, a dialog box will pop up asking if you want to <b>Bind</b> or <b>End</b> . Choose <b>Bind</b> to scan the next batch or page or choose <b>End</b> to stop scanning.

11. Click the E-mail Options or the Scan Options tab if you wish to define more settings for your Shortcut button.

12. When you are done making changes, click **Update** to send the changes to the scanner, or **Cancel** to leave the screen without saving the shortcut button changes.




---

### Note:

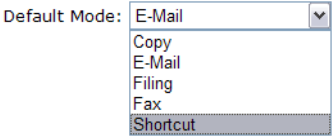
- Up to six shortcut buttons can be assigned.
  - Except for entering the button name and its memo, other shortcut settings are the same with the operation steps described in Chapter 5. Please refer to Chapter 5 Operation for more details on how to set the settings for E-mail, Copy, Folder, and Fax function.
  - To edit your current shortcut button, simply click the button number and make your changes and click Update to save your changes.
  - To delete the current shortcut button, click the button number and choose your working mode to be “Undefined”.
-

# USING THE SHORTCUT BUTTONS

### To use a shortcut button:

1. Set your default working mode to be Shortcut by pressing the **Menu** button on the control panel, and then choose **Management>Device Management>Default Mode>Shortcut** in succession on the LCD-screen touch panel. Press **OK** to save the change.

Or you can set the default working mode via the scanner's embedded web page and choose **Management>Default Mode>Shortcut** in succession. Press **Update** to save the change.



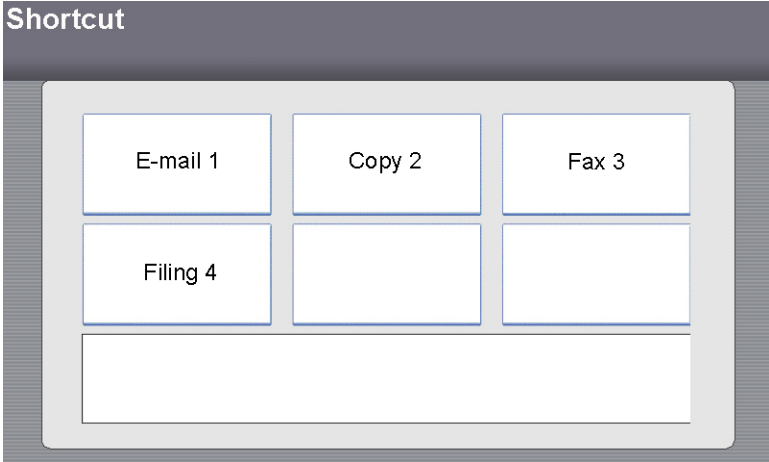
---

**Note:** If an administrator password has been set, setting the scanner to use the shortcut button mode will require a password be entered when accessing this function through either option.

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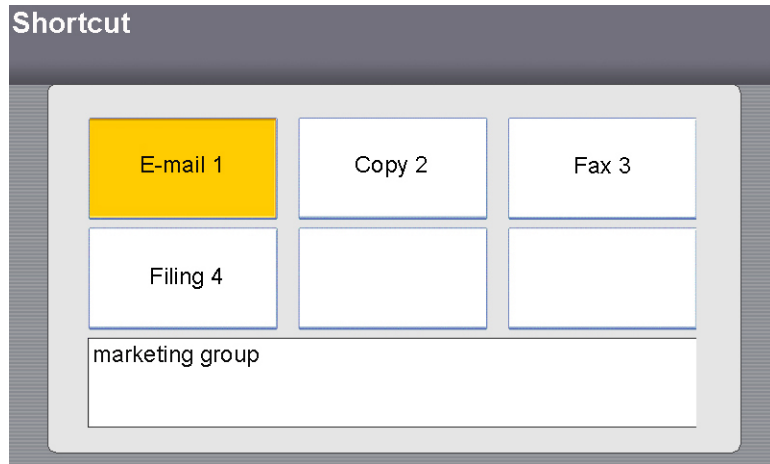


2. Press the **Reset** button on the control panel. The LCD-screen shows the following **Shortcut** display.





3. Press the Shortcut button you want to use. The LCD-screen will show the memo of your selected Shortcut button.



4. Press the **B&W** or **Color** button on the control panel to copy or send your documents in black and white or in color.

---

**Note:** If the Scan Options tab, for the selected shortcut button, has been set to **Black/White Multi-Level(gray): ON**, pressing the **B&W** button on the control panel will produce a grayscale scan.

---

## MANAGING THE ADDRESS BOOK

The scanner's Java-Manager is a convenient and effective browser-based tool to manage the address book for the scanner remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before managing the scanner.

To access the embedded web-page address book, you will need the scanner's IP address to access its embedded web page.

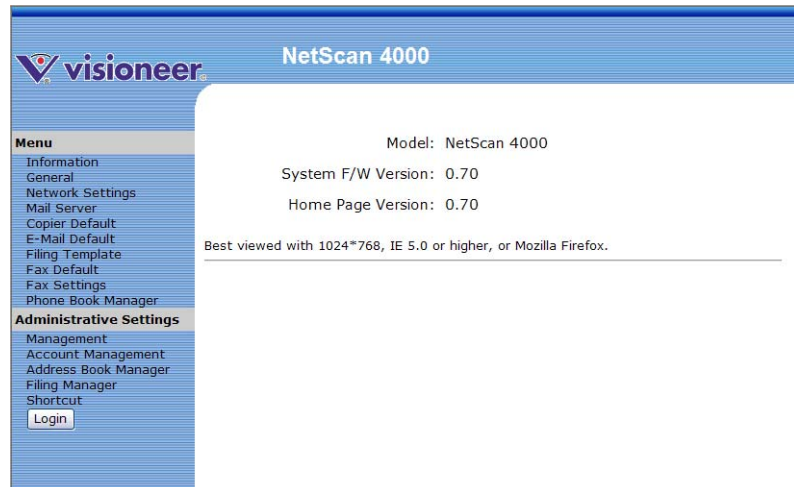
### To determine the scanner's IP address:

1. Press the **Menu** button on the scanner.
2. Touch the **Network Settings** button on the LCD screen.
3. Write down the number in the **IP Address** field.

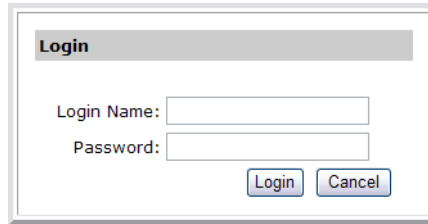
## ADDING AN E-MAIL ADDRESS

### To add an e-mail address:

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, http://10.1.30.83. The scanner's embedded web page opens.

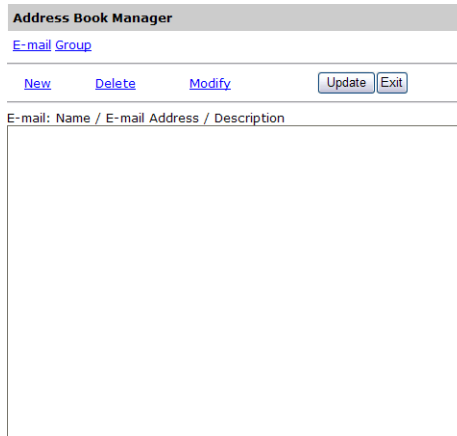


- Click **Address Book Manager** and you will be prompted to enter a password.



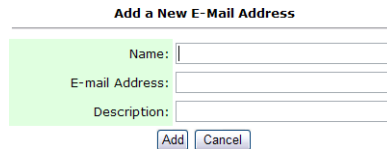
A dialog box titled "Login" with a grey header. It contains two text input fields: "Login Name:" and "Password:". Below the fields are two buttons: "Login" and "Cancel".

- There is no default password set when the scanner is shipped from the manufacturer. If a password has not be defined by a system administrator, simply click on **Login** to access the Address Book Manager configuration screen.



The "Address Book Manager" configuration screen. It has a grey header with the title "Address Book Manager" and a link "E-mail Group" below it. A horizontal menu contains "New", "Delete", "Modify", "Update", and "Exit". Below the menu is a table header "E-mail: Name / E-mail Address / Description" and a large empty table area.

- Click the **E-mail** link and choose **New** to display the following **Add a New E-Mail Address** dialog box.



A dialog box titled "Add a New E-Mail Address" with a light green background. It contains three text input fields: "Name:", "E-mail Address:", and "Description:". Below the fields are two buttons: "Add" and "Cancel".

6. Enter a name, e-mail address, and description, and then click **Add** to temporarily save the latest data or **Cancel** to return to the **Address Book Manager** screen without adding the e-mail address to the Address Book.

**Add a New E-Mail Address**

Name:	<input type="text" value="John Doe"/>
E-mail Address:	<input type="text" value="John.Doe@techsupport.com"/>
Description:	<input type="text" value="Technical Support"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

7. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving the address.

**Address Book Manager**

[E-mail Group](#)

---

[New](#)   [Delete](#)   [Modify](#)  

E-mail: Name / E-mail Address / Description
John Doe / John.Doe@techsupport.com / Technical Support

E-mail counter:1/2000

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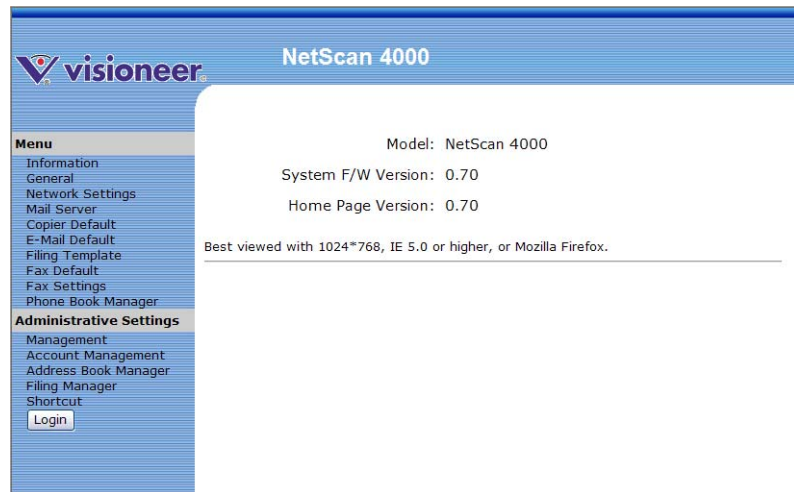
**Note:** Up to 2,000 e-mail addresses can be entered in the Address Book.

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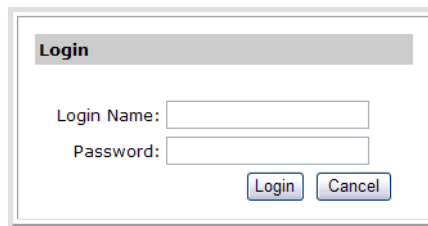
## MODIFYING AN E-MAIL ADDRESS

### To modify an e-mail address:

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, http://10.1.30.83. The scanner's embedded web page opens.



3. Click **Address Book Manager** and you will be prompted to enter a password.



4. There is no default password set when the scanner is shipped from the manufacturer. If a password has not been defined by a system administrator, simply click on **Login** to access the Address Book Manager configuration screen.

**Address Book Manager**

[E-mail Group](#)

[New](#) [Delete](#) [Modify](#) [Update](#) [Exit](#)

E-mail: Name / E-mail Address / Description
John / john@abc.com / my distributor

E-mail counter: 3/2000

5. Select the address you want to modify and then click **Modify**.
6. The **Modify an E-Mail Address** dialog box opens.  
You can also double-click on the e-mail address, you want to modify, to open the **Modify an E-Mail Address** dialog box.

**Modify an E-Mail Address**

Name:

E-mail Address:

Description:

[Update](#) [Cancel](#)

7. Modify the e-mail address data as needed.
8. Click **Update** to save the changes, or **Cancel** to return to the **Address Book Manager** screen without saving the changes.

**Modify an E-Mail Address**

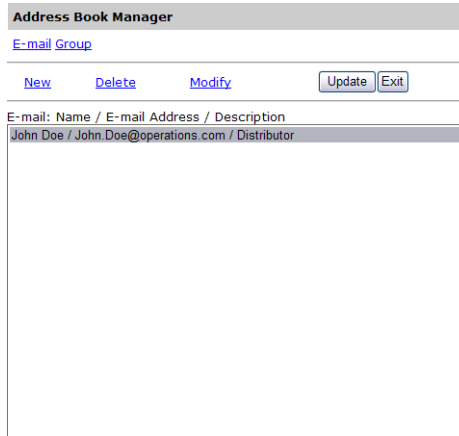
Name:

E-mail Address:

Description:

[Update](#) [Cancel](#)

9. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving the changes.

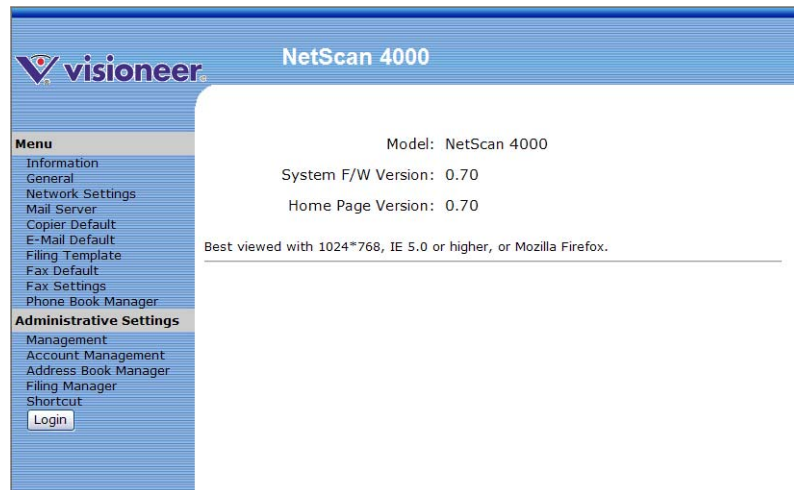


E-mail counter:1/2000

## DELETING AN E-MAIL ADDRESS

### To delete an e-mail address:

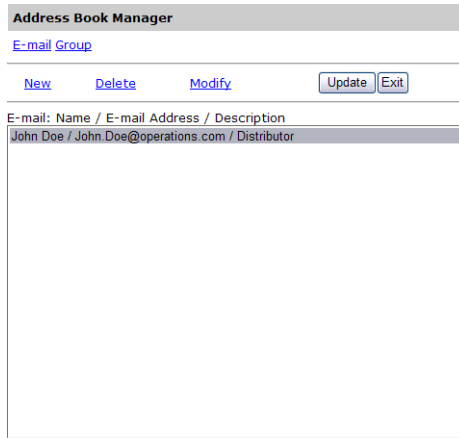
1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, `http://10.1.30.83`. The scanner's embedded web page opens.



3. Click **Address Book Manager** and you will be prompted to enter a password.

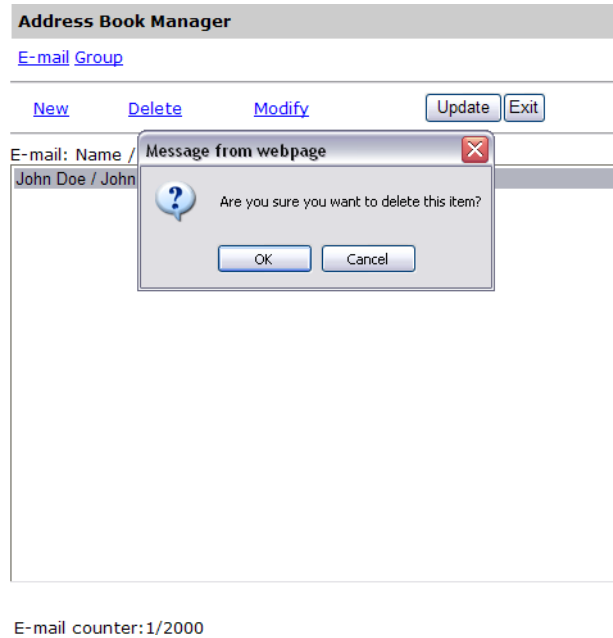


4. There is no default password set when the scanner is shipped from the manufacturer. If a password has not be defined by a system administrator, simply click on **Login** to access the Address Book Manager configuration screen.



E-mail counter:1/2000

5. Select the address you want to delete then click on the **Delete** button. A Confirmation dialog box opens for you to confirm your choice. Click **OK** to delete the e-mail address and close the dialogue, or **Cancel** to exit without deleting the e-mail address.



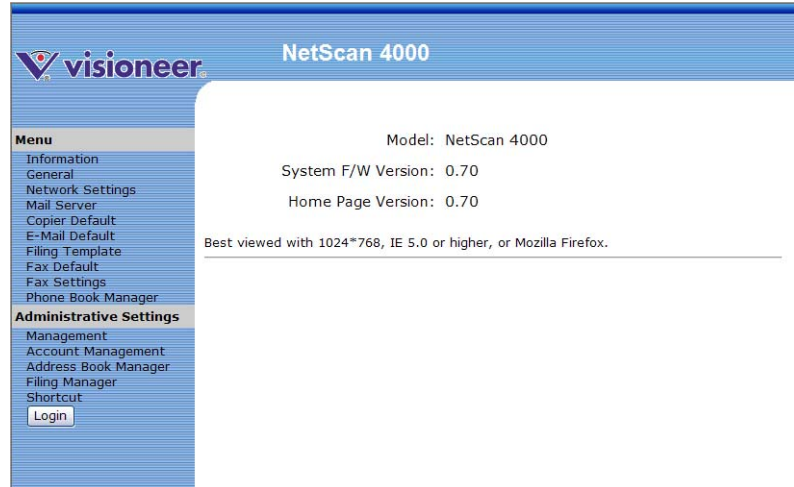
6. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving any changes.

## ADDING A NEW GROUP

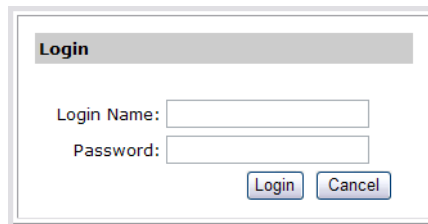
To send multiple addresses simultaneously at one time, you can create address group to speed up the process. Up to 99 addresses can be included in one group and a total of 20 groups can be created in the Address Book.

**To add a new group:**

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, http://10.1.30.83. The scanner's embedded web page opens.



3. Click **Address Book Manager** and you will be prompted to enter a password.



- There is no default password set when the scanner is shipped from the manufacturer. If a password has not been defined by a system administrator, simply click on **Login** to access the Address Book Manager configuration screen.

**Address Book Manager**

[E-mail Group](#)

[New](#)   [Delete](#)   [Modify](#)     

E-mail: Name / E-mail Address / Description

E-mail: Name / E-mail Address / Description

E-mail counter:0/2000

- Click the **Group** link and then click the **New** link to display the **Add a New Group Set** dialog box.

**Add a New Group Set**

Name:

Member:

Description:

Search:

E-Mail List:

Ani Leason / AniLeason@marketing.com / Ma  
 Jason Switch / Jason\_Switch@engineering.ct  
 John Doe / John.Doe@operations.com / Oper

- Type a group name in the **Name** field.

7. Select an e-mail address on the right side and then click <- to add a member to the group.

**Add a New Group Set**

Name: All Departments

Member: Ari Leason  
Jason Switch

Description: Department Heads

Buttons: Add, Cancel

Search: [dropdown]

E-Mail List: [dropdown]

Ari Leason / AriLeason@marketing.com / Ma  
Jason Switch / Jason\_Switch@engineering.ct  
John Doe / John.Doe@operations.com / Oper

8. Click **Add** to temporarily save the changes, or **Cancel** to return to the **Address Book Manager** screen without adding a new group.

**Add a New Group Set**

Name: All Departments

Member: Ari Leason  
Jason Switch

Description: Department Heads

Buttons: Add, Cancel

Search: [dropdown]

E-Mail List: [dropdown]

Ari Leason / AriLeason@marketing.com / Ma  
Jason Switch / Jason\_Switch@engineering.ct  
John Doe / John.Doe@operations.com / Oper

9. Click **Update** to send the changes to the scanner, or **Exit** to leave without saving any changes.

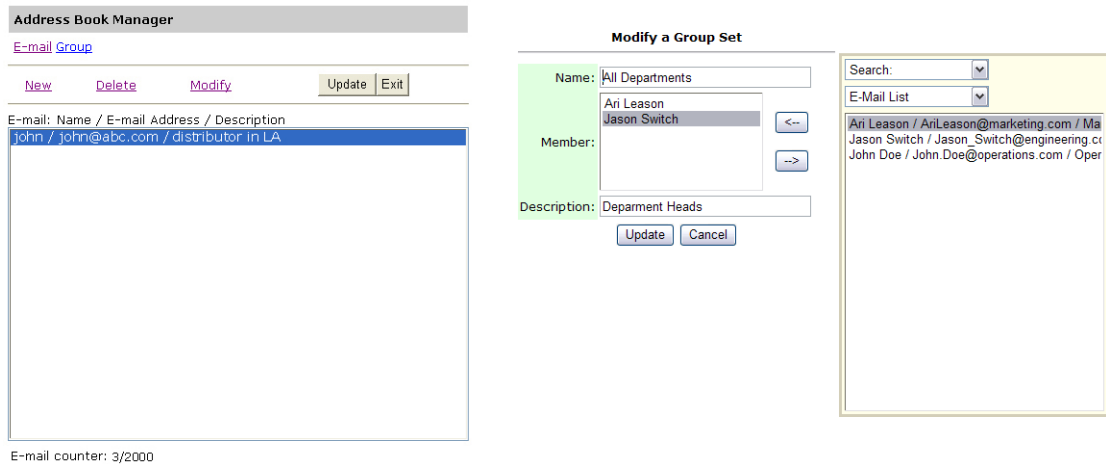
The screenshot shows a web-based interface titled "Address Book Manager". At the top, there is a header bar with the title. Below the header, there is a link labeled "E-mail Group". A horizontal menu bar contains the following options: "New", "Delete", "Modify", "Update", and "Exit". Below the menu bar, there is a table with a single row. The table header is "Group: Group Name / Description". The single row in the table is "All Departments / Deparment Heads". The table is currently empty of other data.

Group counter:1/20

## MODIFYING A GROUP

### To modify a group:

1. In the Address Book Manager screen, click the **Group** link, and then click the **Modify** link to open the **Modify a Group Set** dialog box. Or you can double-click the group to open the Modify a Group Set dialog box.



2. Select the group member, on the right side, that you want to add, and then click <- to add the new member to the current list. Or, select a group member on the left side and click -> to remove a member from the group.

- Click **Update** to save the changes, or **Cancel** to return to the **Address Book Manager** screen without modifying the group.

**Modify a Group Set**

Name:

Member:   
 <- ->

Description:

Search:

E-Mail List

Ari Leason / AriLeason@marketing.com / Ma  
 Jason Switch / Jason\_Switch@engineering.ct  
 John Doe / John.Doe@operations.com / Oper

- Click **Update** to send the changes to the scanner, or **Exit** to leave the screen without saving any changes.

**Address Book Manager**

[E-mail Group](#)

---

[New](#)   [Delete](#)   [Modify](#)  

---

Group: Group Name / Description

Group Name / Description
Department / Deparment Heads

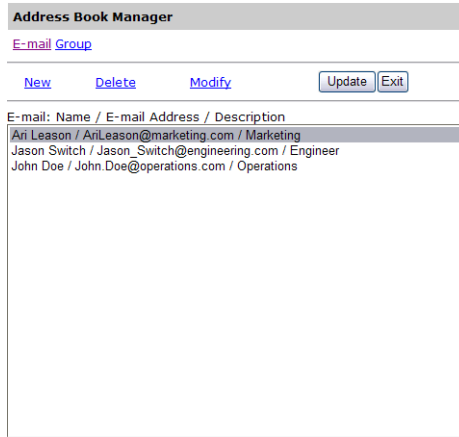
Group counter:1/20



## DELETING GROUPS

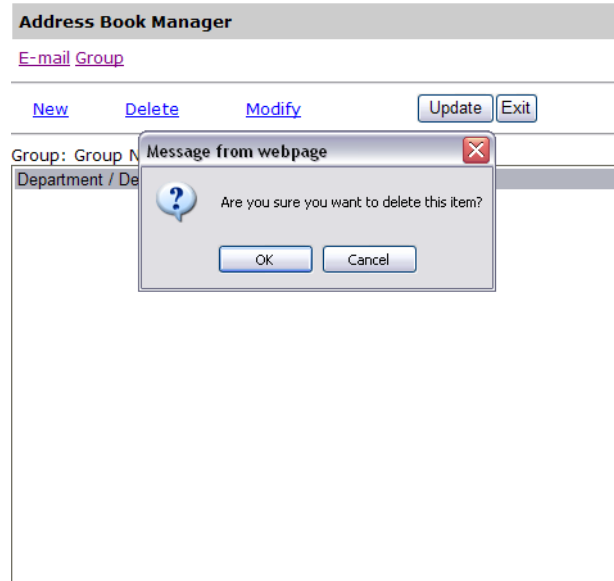
### To delete a group:

1. In the **Address Book Manager** screen, click the **Group** link and select the group you want to delete.



E-mail counter:3/2000

- Click **Delete** to remove the group. A Confirmation dialog box opens to confirm your selection. Click **OK** to delete or **Cancel** to close the dialogue without deleting the group.



Group counter:1/20

- Click **Update** to send the changes to the scanner, or **Exit** to leave the screen without saving any changes.

---

**Note:** You can make multiple selections by choosing one group, and then pressing the Shift or Ctrl key to click and select other groups in the list.

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## MANAGING FAX PHONE BOOK

With the Fax Phone Book, you can send your scanned documents simultaneously to multiple fax machines at one time. The Fax Phone Book allows you to create up to 200 phone numbers and 20 phone groups.

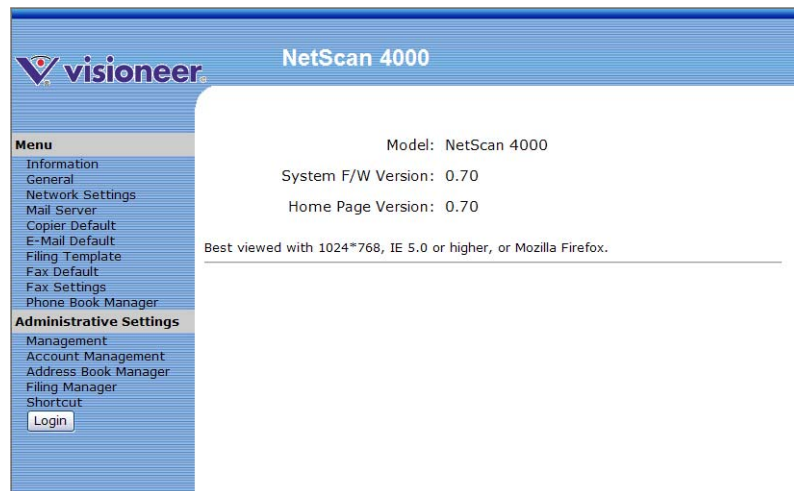
To access the embedded web-page phone book, you will need the scanner's IP address to access its embedded web page.

**To determine the scanner's IP address:**

1. Press the **Menu** button on the scanner.
2. Touch the **Network Settings** button on the LCD screen.
3. Write down the number in the **IP Address** field.

**ADDING A NEW FAX NUMBER****To add a new fax number:**

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, http://10.1.30.83. The scanner's embedded web page opens.



3. Click **Phone Book Manager** to open the Phone Book Manager screen.

4. In the **Phone Book Manager** screen, create the phone book by entering the names and phone numbers as illustrated below.

<b>Phone Book Manager</b>	
Phone No. List	<a href="#">Phone Group</a>
#1 Name: <input type="text"/> Phone No.: <input type="text"/>	#2 Name: <input type="text"/> Phone No.: <input type="text"/>
#3 Name: <input type="text"/> Phone No.: <input type="text"/>	#4 Name: <input type="text"/> Phone No.: <input type="text"/>
#5 Name: <input type="text"/> Phone No.: <input type="text"/>	#6 Name: <input type="text"/> Phone No.: <input type="text"/>
#7 Name: <input type="text"/> Phone No.: <input type="text"/>	#8 Name: <input type="text"/> Phone No.: <input type="text"/>
#9 Name: <input type="text"/> Phone No.: <input type="text"/>	#10 Name: <input type="text"/> Phone No.: <input type="text"/>

5. Click **Update** when you are finished enter names and phone numbers, or **Exit** to leave the screen without saving your changes.

## DELETING OR MODIFYING PHONE NUMBERS

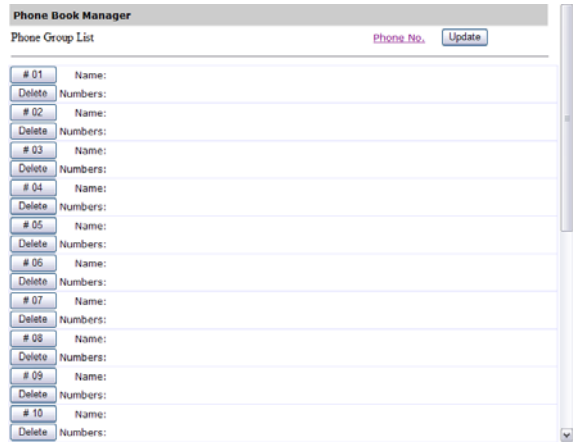
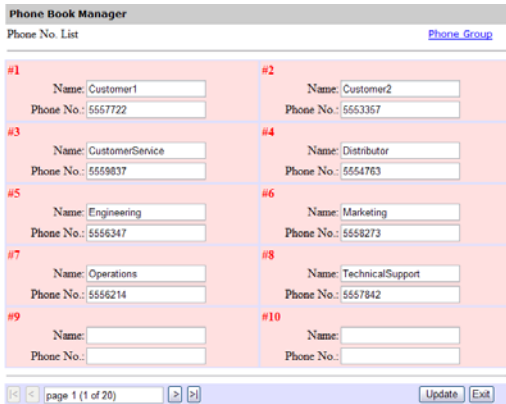
To delete or modify a current phone number, simply make your changes in the **Phone Book Manager** screen and then click **Update** to save the changes.

## ADDING A NEW FAX GROUP

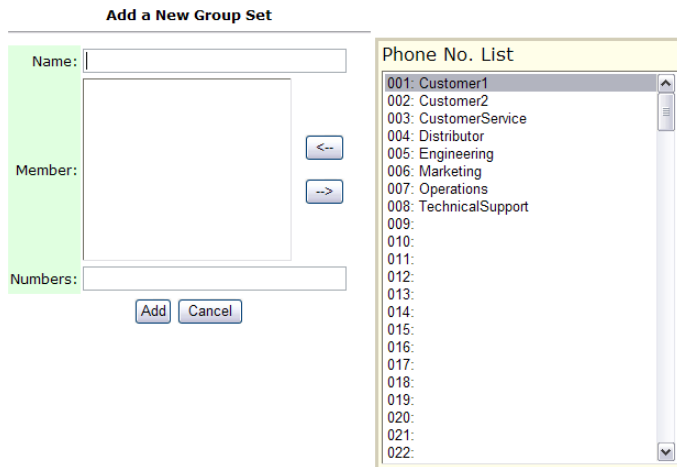
Please note up to 50 phone numbers can be included in a fax group and up to 20 groups can be created in the Phone Book.

### To add a new group:

1. In the **Phone Book** screen, click **Phone Group** at the upper right corner to display the following **Phone Group List** screen.



2. Click a group number button to open the following **Add a New Group Set** screen.



3. Enter the name of the group, and select group members on the right side of the screen, then add them to the group by clicking the <- button.

4. Click **Add** to save your settings and return to the **Phone Group List** screen.

## MODIFYING A PHONE GROUP

### To modify a phone group:

1. In the **Phone Group List** screen, click the group which you want to modify.
2. In the **Modify a Group Set** screen, enter your changes and then click **Update** to save your settings and return to the **Phone Group List** screen.
3. Click **Update** to send the changes to the scanner.

## DELETING A PHONE GROUP

### To delete a phone group:

1. In the **Phone Group List** screen, click **Delete** beneath the group number which you want to delete.
2. A **Confirmation** dialog box opens. Click **Yes** to delete or **No** to cancel.

## ACCOUNT MANAGEMENT

This chapter is specifically targeted to the persons who are responsible for the administration of the scanner. If you are the administrator of this scanner, please read this chapter before using the scanner.

This chapter describes how to set up and manage servers and user accounts. If you want to assign local users privileges to modify the individual scanner features, such as the Copy, E-mail, Filing, and Fax function, you must set up accounts in the Account Management. The Account Management feature can only be accessed through the scanner's embedded web page.

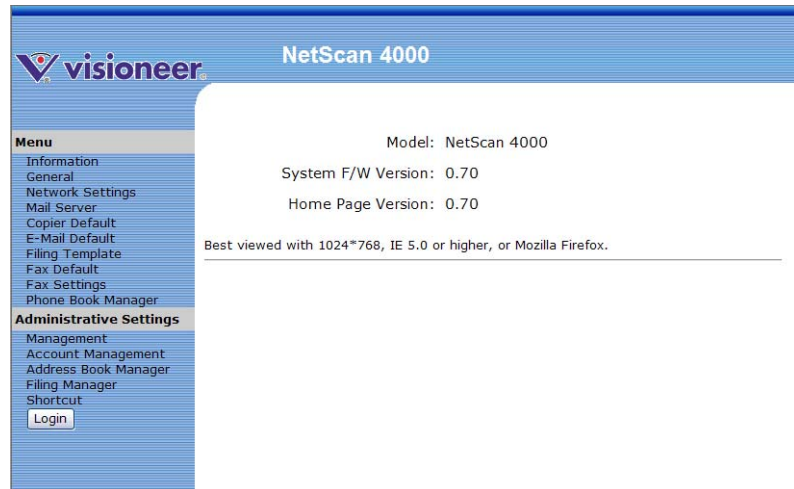
After creating user accounts, power cycle the scanner for the data to refresh to the scanner. A user is required to create a login name and password and quota to use the scanner. The access to the Account Management section is blocked by the administrator password. It is recommended that an administrator create a password before changing the default settings to the secure network environment of the workplace.

### To determine the scanner's IP address:

1. Press the **Menu** button on the scanner.
2. Touch the **Network Settings** button on the LCD screen.
3. Write down the number in the **IP Address** field.

## SETTING UP ACCOUNT MANAGEMENT USING THE SCANNER'S WEB PAGE

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type the IP address of the scanner in the URL field. For example, http://10.1.30.83. The scanner's embedded web page opens.



3. Click **Account Management** and you will be prompted to enter a password.

The image shows a "Login" dialog box with a title bar. Inside the dialog, there are two input fields: "Login Name:" and "Password:". Below the input fields are two buttons: "Login" and "Cancel".



- There is no default password set when the scanner is shipped from the manufacturer. If a password has not be defined by a system administrator, simply click on **Login** to access the Address Book Manager configuration screen.

**Account Management**

[Basic Settings](#) [Account List](#)

---

**Basic Settings**

Authentication Type:

Server Information IP or URL:

Port#:

- In the Basic Settings tab, select your security type and then enter the server's URL in the Server URL field, type in your server port in the Port field. Finally click **Update** to save your settings. You may refer to the following table for the details of each setting:

**Basic Settings :**

Item	Description
<b>Type</b>	<p>Choose your preferred authentication type for account management.</p> <p><b>Choices: None, Local, HTTP, LDAP, SMTP</b></p> <p>“None” means no account management will be applied.</p> <p>“Local” means using the scanner as the authentication type, and the name and password entered in the Account management are saved in the scanner memory.</p> <p>HTTP, LDAP, or SMTP means using an HTTP, LDAP, or SMTP server as the authentication type.</p>
<b>Server Information IP or URL</b>	<p>Assign the URL of the authenticating SMTP, HTTP or LDAP server. Touch anywhere on the URL field to bring up the soft keyboard to enter the text.</p>
<b>Port #</b>	<p>Enter the port number if you choose HTTP, LDAP, or SMTP as your authenticating server. Default value: http:80, CIFS:139, https:443</p>

6. Once you have chosen either Local, SMTP server, LDAP server, or HTTP server as your security type. You need to set each local user's login name and password. To create a new account, click the **Account List** link to open the **Account List** dialog box.

The screenshot shows the 'Account Management' window. At the top, there is a header bar with the text 'Account Management'. Below the header, there are two links: 'Basic Settings' and 'Account List'. The 'Account List' link is highlighted in purple. Below the links, there is a section titled 'Account List' with a light green background. This section contains a list box with two entries: 'Mac' and 'Rebecca'. To the right of the list box, there are four buttons: 'New Account', 'Copy Account', 'Edit', and 'Delete'.

7. Click the **New Account** button to open the **New Account** dialog box.

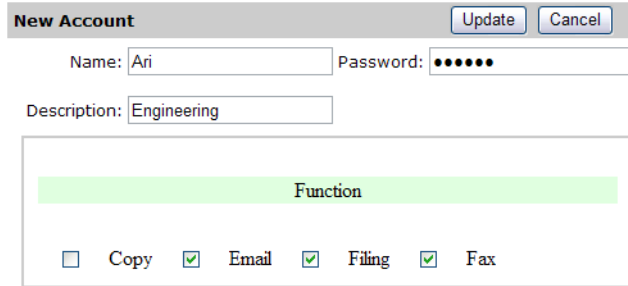
The screenshot shows the 'New Account' dialog box. At the top, there is a header bar with the text 'New Account' and two buttons: 'Update' and 'Cancel'. Below the header, there are three text input fields: 'Name:', 'Password:', and 'Description:'. Below the input fields, there is a section titled 'Function' with a light green background. This section contains four checkboxes: 'Copy', 'Email', 'Filing', and 'Fax'.

8. Set up your user name and password respectively in the **Name** and **Password** fields. The name and password are case-sensitive and up to 64 characters can be entered in the **Name** field and up to 16 characters can be entered in the **Password** field. Fill the **Description** field if necessary.

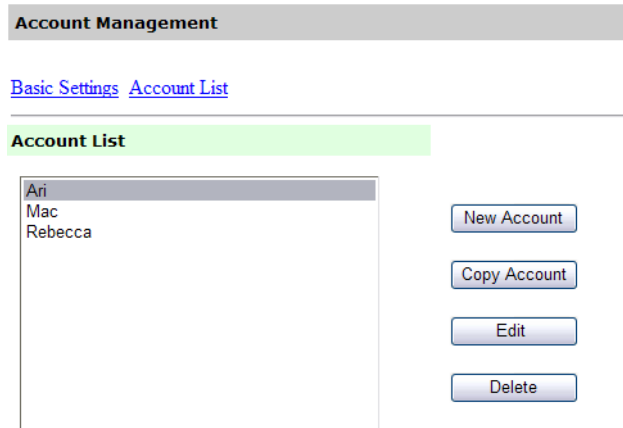
9. Define the user's privileges for using the scanner.

- **Function**—Click to select the name of the function the user is allowed to access.

For example, the administrator allows the user, Bess, to perform the Copy, E-mail, and Filing functions, but does not allow her to use the Fax function. The **New Account** settings are demonstrated as below.



10. Click **Update** to save the settings and return to the **Account List** screen.



**COPY ACCOUNT:**

If you want to permit other users to use the same privileges as a currently defined user, simply select the account from the account list and then click the **Copy Account** button to open the **Copy Account** screen. You only

need to give a new name and password for the new user without changing any other settings. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any changes.

**EDIT:**

If you want to edit a current local user, choose the account from the account list and then click the **Edit** button to open the **Edit Account** screen. Modify the account options as needed and then click **Update** to save the settings, or **Cancel** to return to the **Account Management** screen without saving any changes.

**DELETE:**

If you want to delete a current local user, select the account from the account list and click the **Delete** button. A confirmation message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit. Click **Update** to save the settings or **Cancel** to return to the **Account Management** screen without saving any changes.

---

**Note:** You can make multiple selections by choosing one group and then pressing the Shift or the Ctrl key, then clicking on another name to select multiple names, and delete them at once.

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# Specifications

## General Specifications :

<b>Item</b>	<b>Specification</b>
<b>Regulatory Model</b>	Visioneer NetScan 4000
<b>Type</b>	A4 Flatbed with 3-pass Duplex ADF
<b>Memory Size</b>	System: 128 Mbytes, Image processing: 64 Mbytes Scanner Asic: 64 Mbytes
<b>Flash Memory Size</b>	9.5 Mbytes
<b>Light Source</b>	Cold Cathode Fluorescent Lamp
<b>Color Output Quality</b>	24 bits Color, 8 bits Gray, 4 bits CMYK, 1 bit bitonal
<b>Optical Resolution</b>	600x600 dpi
<b>Network Connection</b>	10/100 Mbits auto-negotiation
<b>Dimensions (W x D x H)</b>	18.75 x 19.10 x 8.10 inches (475 x 485 x 205 mm)
<b>Weight</b>	22.5 lbs (10.2 kgs)
<b>Warm Up Time</b>	45 seconds
<b>Power Requirement</b>	24Vdc, 3.2A
<b>Power Consumption</b>	Working < 62 W Standby < 30 W Sleep < 20 W

## General Specifications :

Item	Specification
<b>Power Supply</b>	DESK-TOP, IEC 320-C6, 3P, 100-240Vac, 24Vdc, 3.2A, 76.8W, HEG75-S240320-7L, HiTRON CLASS I, Efficiency Level:V, L=1980mm, DC JACK, 0~40°C, RoHS
<b>Power Cord</b>	<p>US—3P, 7A/125V, L=1800mm, 3C*18AWG, Black, PH8B2EDJF0A-05B, RoHS</p> <p>EUR(CEE)—2P+G., BASE, 16A/250V, L=1800mm, 3C*0.75mm<sup>2</sup>, Black, PG8B9CIJG0A-05B, RoHS</p> <p>UK(BS/PSB)—3P, 3A/250V, L=1800mm, 3C*0.75mm<sup>2</sup>, Black, PG8B9X3JG0A-05B, RoHS</p>
<b>USB Cable</b>	USB A(M)/B(M), 4P, L=1850mm, UL2725 #28AWG, CA1004020233510, transparent, with core, 75°C, RoHS
<b>Phone Cable</b>	2 conn.: 6P2C, L=1800mm, 26AWG, RoHS
<b>LCD Size</b>	800x480 pixels Effective Area: 6 x 3.6 inches (152.4 x 91.44 mm)
<b>LCD Display</b>	7" color TFT LCD
<b>LED Indicators</b>	Power Alarm Energy Saving
<b>Copy Port</b>	USB 2.0
<b>Power Saving Mode</b>	Time to power saving: 5/15*/30/60/240 min (*default)
<b>Acoustic Noise</b>	Standby ≤ 45dB Flatbed Scanning ≤ 54 dB ADF Scanning ≤ 66 dB
<b>Operation Environment</b>	10 ~ 35°C, 10 ~ 85% RH

## Flatbed Specifications :

<b>Item</b>	<b>Specification</b>
<b>Dimensions (WxDxH)</b>	18.75 x 19.10 x 3.62 inches (475 x 485 x 92 mm)
<b>Weight</b>	13.07 lbs (5.93 kgs)
<b>Maximum Scanning Area (Flatbed)</b>	8.5" x 11.7" (215.9 x 297.2 mm)
<b>Lamp Life</b>	More than 10,000 hours
<b>Maximum Document Thickness</b>	0.51 inches (13 mm)

## Auto Document Feeder Specifications :

<b>Item</b>	<b>Specification</b>
<b>Type</b>	U-shape
<b>Capacity</b>	50 sheets (Xerox 4024 DP 20lb paper)
<b>Dimensions (W x D x H)</b>	18.75 x 13.75 x 4.48 inches (475 x 350 x 114 mm)
<b>Weight</b>	9.43 lbs (4.27 kgs)
<b>Document Size</b>	Minimum to Maximum Width: 5.5" ~ 8.5" Minimum to Maximum Length: 5.5" ~ 14"
<b>Paper Feed</b>	Face Up
<b>Paper Weight</b>	16 lb ~ 28 lb (60g/m <sup>2</sup> ~ 105 g/m <sup>2</sup> ) (0.002" ~ 0.006")
<b>Recommended Daily Scans</b>	Up to 1,000 pages a day

## Copy Specifications :

<b>Item</b>	<b>Specification</b>
<b>Copy Port</b>	USB 2.0 Host Rev 2.0

## Copy Specifications :

<b>Item</b>	<b>Specification</b>
<b>Printer Language</b>	PCL5c, PCL5e
<b>Multi-Copy Speed Speed mode</b>	32 CPM(type B) (copies per minute)
<b>Multiple Copies (Copy count)</b>	Up to 99
<b>Copy Print Resolution</b>	600 x 600 dpi
<b>Original Size</b>	ADF Scans—U.S. Legal size 8.5”x14” Flatbed Scans—Maximum 8.5”x11.7”
<b>Copy Size</b>	Up to Legal
<b>Density Control</b>	1-7 levels (lightest to darkest)
<b>Variable</b>	25% - 400%, in 1% increments
<b>Paper Supply</b>	A4, U.S. Letter, A5, B5, U.S. Legal
<b>Scaling Option</b>	100%(Default) 70% (A4->A5) 78% (Legal->Letter) 86% (A4->B5) 115% (B5-> A4) 127% (Letter-> Legal) 141% (A5-> A4) 98% (Fit to Page)
<b>Edge Erase</b>	0/ 6/ 13/ 19/ 25 mm
<b>Margin Shift (right, bottom)</b>	0/ 6/ 13/ 19/ 25 mm
<b>Paper saving(N-Up)</b>	1 in 1, 2 in 1, 4 in 1 (landscape), 4 in 1 (portrait)
<b>Collate</b>	Sort/Stack
<b>Duplex</b>	1-1 / 1-2 / 2-1 / 2-2
<b>Orientation for Duplex</b>	Long Edge to Long Edge, Long Edge to Short Edge, Short Edge to Long Edge, Short Edge to Short Edge



Network Specifications :

Item	Specification
<b>Configuration Requirement</b>	<ol style="list-style-type: none"> <li>1. IP address</li> <li>2. Subnet mask</li> <li>3. Gateway</li> <li>4. SMTP server/POP3 server</li> <li>5. FTP server</li> <li>6. Web server</li> </ol>

E-mail Specifications :

Item	Specification						
<b>Protocol</b>	SMTP, MIME,						
<b>Mail Sever Authentication</b>	SMTP-AUTH, POP3						
<b>File format</b>	<table style="margin-left: 20px;"> <tr> <td><b>B/W (single bit)</b></td> <td>PDF, TIFF, M-TIFF</td> </tr> <tr> <td><b>Gray (8 bit)</b></td> <td>PDF, JPEG, TIFF, M-TIFF</td> </tr> <tr> <td><b>Color (24 bit)</b></td> <td>PDF, JPEG, TIFF, M-TIFF</td> </tr> </table>	<b>B/W (single bit)</b>	PDF, TIFF, M-TIFF	<b>Gray (8 bit)</b>	PDF, JPEG, TIFF, M-TIFF	<b>Color (24 bit)</b>	PDF, JPEG, TIFF, M-TIFF
<b>B/W (single bit)</b>	PDF, TIFF, M-TIFF						
<b>Gray (8 bit)</b>	PDF, JPEG, TIFF, M-TIFF						
<b>Color (24 bit)</b>	PDF, JPEG, TIFF, M-TIFF						
<b>Compression Method</b>	<table style="margin-left: 20px;"> <tr> <td><b>B/W</b></td> <td>RAW, G3, G4</td> </tr> <tr> <td><b>Gray</b></td> <td>JPEG</td> </tr> <tr> <td><b>Color</b></td> <td>JPEG</td> </tr> </table>	<b>B/W</b>	RAW, G3, G4	<b>Gray</b>	JPEG	<b>Color</b>	JPEG
<b>B/W</b>	RAW, G3, G4						
<b>Gray</b>	JPEG						
<b>Color</b>	JPEG						
<b>Compression Level</b>	Low / Medium / High						
<b>Supported Resolution</b>	75, 100, 150, 200, 300, 400, 600 dpi						
<b>Default Resolution</b>	200 dpi						
<b>Address Book Capacity</b>	<table style="margin-left: 20px;"> <tr> <td><b>Max. Address</b></td> <td>2000</td> </tr> <tr> <td><b>Group</b></td> <td>100</td> </tr> <tr> <td><b>No. of Address in Each Group</b></td> <td>99</td> </tr> </table>	<b>Max. Address</b>	2000	<b>Group</b>	100	<b>No. of Address in Each Group</b>	99
<b>Max. Address</b>	2000						
<b>Group</b>	100						
<b>No. of Address in Each Group</b>	99						

## E-mail Specifications :

<b>Item</b>	<b>Specification</b>
<b>Multiple Recipients allowed</b>	Yes
<b>Supported Mail Server</b>	Lotus Mail Server 5.0 MS Exchange Server 2000/2003 RedHat 7.0 SendMail MAC Mail Server in OS 9.04
<b>Supported LDAP Server</b>	Windows 2003 Active Directory with SFU(Service for Unix) Windows Server 2000 + MS Exchange 5.5 Lotus Notes R5
<b>Supported Mail Application</b>	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6 Eudora 4.3.2J Lotus Notes R5 MAC built-in MAIL Application

## Fax Specifications :

<b>Item</b>	<b>Specification</b>
<b>Compatibility</b>	ITU-T G3 (ECM)
<b>Modem Speed</b>	33.6K
<b>Resolution</b>	Receive(dpi)—200x100, 200x200, 200x400 dpi Send(dpi)—200x100, 200x200
<b>Compression</b>	MH, MR, MMR
<b>Transmission Speed</b>	Approximately 3 seconds (*1)
<b>Page Memory</b>	2.0 MB in Flash
<b>Speed Dial</b>	200 sets
<b>Error Correction Mode</b>	Yes
<b>Contrast Control</b>	7 Levels

Fax Specifications :





Item	Specification
Monitor Speaker	Yes
Busy Tone Detection	Yes
Redial	Automatic / Manual
Immediate Transmission	N/A
Memory Transmission	Yes





Filing Specifications :

Item	Specification
Protocol	FTP, HTTP, HTTPS, CIFS
File format	<p><b>B/W (single bit)</b> PDE, TIFF, M-TIFF</p> <p><b>Gray (8 bit)</b> PDE, JPEG, TIFF, M-TIFF</p> <p><b>Color (24 bit)</b> PDE, JPEG, TIFF, M-TIFF</p>
Compression Method	<p><b>B/W</b> Raw, G3, G4</p> <p><b>Gray</b> JPEG</p> <p><b>Color</b> JPEG</p>
Compression Level	Low / Medium / High
Supported Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	<p>B/W: 200 dpi</p> <p>Gray: 200 dpi</p> <p>Color: 200 dpi</p>
Most Used Folders	5
No. of Filing Folders	50

# NetScan 4000 Spare Parts List

Please use the following part names and numbers when ordering replacements for your scanner.

	<b>Part Name</b>	<b>Part Number</b>
	Power Supply	37-0086-000
	Power Cord (North America)	35-0223-000
	Power Cord (Europe)	35-0104-000
	Power Cord (United Kingdom)	35-0105-000

	Part Name	Part Number
	USB Cable	35-0118-000
	Telephone Cord	35-0224-000
	Roller Assembly	57-0128-000
	ADF Pad Module	57-0129-000

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# **visioneer**

